Air University

Style Guide

for
Writers & Editors

September 1996

Air University
Maxwell Air Force Base, Alabama

Foreword

The faculty, staff, and students of Air University have always been productive members of the academic community. Until now, however, we have not had a document that could unify our writing stylistically. The *Air University Style Guide* will do just that.

Rapid expansion in the field of electronic media—especially the Internet—promises increased access to AU research and writing. For that reason, we should assure that our efforts are sound—not only substantively but stylistically. Based on recognized but forward-looking principles of standard English usage, the *Air University Style Guide* provides reliable guidance on such matters as punctuation, capitalization, abbreviation, documentation, numbers, spelling, and much more. Following the advice found in this guide will make AU publications stylistically consistent and acceptable. I commend it to your use.

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Lieutenant General, USAF
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Preface

The world is full of stylebooks, style guides, and style manuals. Every publishing house, news agency, major newspaper, magazine, and journal has its own. Style guides are available at every bookstore and library, and every serious writer or editor owns at least one. Why then should Air University develop still another?

Writing for publication in the Air Force is different in many ways from writing for commercial publication or writing for a newspaper or a scholarly journal. Air University people—and Air Force people in general—do write for all of those outlets and more. Specifically, they write reviews, articles, monographs, theses, and books on Air Force special topics and instructional materials for Air Force professional military education courses—both for conventional and electronic publication. The basic tenets of English usage are the same for Air Force writers as for writers "on the outside," of course, but audiences are different, terminology is specialized, and Air Force readers are attuned to their own language and its rhythms. In light of these differences and similarities, and faced with the proliferation of style manuals—many of them giving conflicting instruction—Air Force writers and editors should welcome a single, authoritative style reference specifically tailored to offer detailed guidance and information.

This publication won't teach you *how* to write or edit, but it will give you a coherent, consistent, stylistic base for writing and editing. It's a kind of road map around some of the obstacles to readable writing. It prescribes simple rules for the most common problems facing the Air Force writer, combining what are considered the best practices, as outlined in a wide number of sourcebooks (see bibliography). Using this guide will free the writer and editor from juggling one stylebook against another and trying to remember which book is approved for which area of style. It will also bring some stylistic consistency to writing produced through Air University.

The *Air University Style Guide* attempts to clarify and simplify matters for the writer by removing the most common obstacles to readability in Air Force writing: overuse of capitalization, of acronyms and other forms of abbreviation, and of passive voice. The key word here is *overuse,* for we realize that all of these forms have their proper functions and do not impede the reader when used in moderation. Similarly, we prefer an open-punctuation style, which discourages the overuse of commas, colons, and semicolons and the use of periods in abbreviations. In our opinion, open punctuation—like direct writing—is easier to read, and that is all to the good. Punctuation marks should enhance clarity of expression; if they don't, we say leave them out.

For easy reference, the guide is arranged in dictionary style. The user need only look up the topic alphabetically without having to consult an

index or a table of contents. Extensive cross-references enhance the guide's usefulness.

The guide by no means covers every problem that faces writers and editors. Where it is insufficient for your needs, we recommend *The Chicago Manual of Style* (14th ed.), on which much of this guide relies for principles and examples. For spellings and definitions, we use *Webster's Third New International Dictionary of the English Language, Unabridged*, and its chief abridgement, *Merriam-Webster's Collegiate Dictionary* (10th ed.). In this guide, the term *dictionary* refers to either one or both of these sources. For grammar, we follow the guidance of *Writer's Guide and Index to English* (7th ed.), by Wilma R. and David R. Ebbitt.

This guide is just that—a guide. It is meant to remove obstacles to good writing, not to become one. The ultimate proof of the guide's worth is its utility to Air Force writers and editors. On that basis, it should prove valuable indeed.

Acknowledgments

The *Air University Style Guide* is a comprehensive reference book compiled primarily for use by people who write and edit within Air University. It is flavored, however, by its "informal coordination" with a number of respected writers, style arbiters, and friends outside Air University, and it has proved useful to many Air Force writers.

The guide reflects growth brought on by years of use in its former incarnation as the *Air University Press Style Guide.* It includes added material, adjustments made in the interest of simplicity and consistency, and a more direct approach, while retaining the spirit of the original document. We expect the development of the guide to continue, with periodic revisions to accommodate appropriate additions and changes.

To that end, we thank all of the people who reviewed the manuscript and gave their thoughtful suggestions for its improvement. We invite interested writers and editors to send their comments and suggestions for later editions to Air University Press, 170 West Selfridge Street, Maxwell AFB, AL 36112-6610.

ALLAN W. HOWEY, Colonel, USAF
Director
Air University Press

A

a/an. Use *a* before *consonant sounds* and *an* before *vowel sounds: a* historical event, not *an* historical event. Since an acronym is usually read as a series of letters or as a word, choose the indefinite article in accordance with the pronunciation of the first letter (*an* NCA decision) or the pronunciation of the word (*a* NATO meeting).

AB (air base). Cite a first reference to a specific air base as follows: Rhein-Main Air Base (AB), Germany. Subsequent references: Rhein-Main AB, Germany; the air base; the base. *See also* AFB.

abbreviations and acronyms. Use abbreviations and acronyms sparingly: don't abbreviate words and phrases merely for the sake of doing so when brevity is not of the essence, and don't saturate writing with abbreviations, acronyms, and the like to the detriment of reader comprehension.

Avoid using abbreviations and acronyms in headings unless the spelled-out term would make the heading unwieldy. You may, however, begin or end a sentence with an abbreviation or acronym.

Spell out the name of an agency, organization, and so forth, the first time you use it, and follow it with the acronym or abbreviation in parentheses; you may use the acronym or abbreviation (without periods) thereafter:

North Atlantic Treaty Organization (NATO)
Air Command and Staff College (ACSC)
Internal Revenue Service (IRS)
Cable News Network (CNN)
program evaluation review technique (PERT)
professional military education (PME)

As a reminder to the reader, you may want to spell out acronyms or abbreviations that you have identified previously—especially when you haven't used them in a long time. You do not have to include the acronym or abbreviation again in parentheses.

Although a term may be plural or possessive, do not make the acronym or abbreviation plural or possessive on first usage: cluster bomb units (CBU); low noise amplifiers (LNA); commander in chief's (CINC). Use the plural or possessive form for subsequent occurrences of the acronym or abbreviation, when appropriate: CBUs, LNAs, CINC's.

Spell out the names of countries in text. Use USSR (Union of Soviet Socialist Republics) to refer to the country as it existed between 1917 and 1991. You may abbreviate the names of countries in tables and figures, if necessary. *See also* Commonwealth of Independent States; Soviet(s), Soviet Union, USSR; US; USSR.

United States
United Arab Emirates
United Kingdom
Republic of South Africa
Commonwealth of Independent States

Abbreviate civilian and military titles or ranks if you use a person's full name. Do not use periods with military ranks. When you use only the last name, spell out the title or rank: (*see also* military titles before names)

Adm Chester W. Nimitz	Admiral Nimitz
Vice Adm John Smith	Admiral Smith
Gen Robert E. Lee	General Lee
Brig Gen James Stewart	General Stewart
Lt Col Martin L. Green	Colonel Green
Maj Frank T. Boothe	Major Boothe
Capt Donald D. Martin	Captain Martin
1st Lt Peter N. Cushing	Lieutenant Cushing
2d Lt Boyd D. Yeats	Lieutenant Yeats
Wing Comdr David Schubert	Commander Schubert
CMSgt Robert Patterson	Chief Patterson
MSgt Walter Austin	Sergeant Austin
A1C K. L. Jones	Airman Jones
Sen. John F. Kerry (D-Mass.)	Senator Kerry
Rep. Terry Everett (R-Ala.)	Representative Everett
Cong. Glen Browder	Congressman Browder

Abbreviate units of measure after spelling out on first usage (no periods) when they are used repeatedly; otherwise spell out the terms. Capitalize abbreviations for terms derived from proper names (e.g., Hz). Singular and plural abbreviated forms for units of measure are the same. *See also* numbers.

gallon	gal
hertz	Hz
kilogram	kg
miles per hour	MPH
degrees Celsius	70° C
revolutions per minute	rpm
kilometer	km
millimeter	mm
pounds per square inch	psi
nautical miles	NM

Spell out the names of states, territories, and possessions of the United States in textual material. When the names appear in lists, tabular matter, notes, bibliographies, and indexes, use the following abbreviations:

Ala.	Kans.	Ohio
Alaska	Ky.	Okla.
Amer. Samoa	La.	Oreg. or Ore.
Ariz.	Maine	Pa.
Ark.	Md.	P.R.
Calif.	Mass.	R.I.
C.Z.	Mich.	S.C.
Colo.	Minn.	S.Dak.
Conn.	Miss.	Tenn.
Del.	Mo.	Tex.
D.C.	Mont.	Utah
Fla.	Nebr.	Vt.
Ga.	Nev.	Va.
Guam	N.H.	V.I.
Hawaii	N.J.	Wash.
Idaho	N.Mex.	W.Va.
Ill.	N.Y.	Wis. or Wisc.
Ind.	N.C.	Wyo.
Iowa	N.Dak.	

In notes, bibliographies, and reference lists, you may use abbreviations freely, but be consistent. You may also use abbreviated forms in parenthetical references. Use the following terms: vol. 1, bk. 1, pt. 2, no. 2, chap. 2, fig. 4, art. 3, sec. 4, par. 5, col. 6, p. 7, n.d. (no date). The plurals are vols., bks., pts., nos., chaps., figs., arts., secs., pars., cols., pp.

above. You may use *above* to refer to information higher on the same page or on a preceding page:

> There are flaws in the above interpretation.

academic degrees and titles. Abbreviate academic degrees and titles (no periods) after a personal name. *See also* bachelor's degree; master's degree.

> BA
> MA
> PhD
> LLD
> MD
> DDS
> JP (justice of the peace)
> MP (member of Parliament)

active Air Force

active duty (n., adj.)

active voice. When the grammatical subject performs the action represented by the verb, the verb is in active voice.

The congregation sang “Abide with Me.”

Mr. Conrad gave his son a car.

The police caught the thieves.

See also passive voice.

acts, amendments, bills, and laws. Capitalize the full title (formal or popular) of an act or law, but lowercase all shortened forms: Atomic Energy Act, the act; Sherman Antitrust Law, the antitrust law, the law; Article 6, the article.

A legislative measure is a bill until it is enacted; it then becomes an act or law. Lowercase bills and proposed constitutional amendments not yet enacted into law: equal rights amendment, food stamp bill.

Capitalize an enacted and ratified amendment to the United States Constitution when you use its formal title (including the number): the Fifth Amendment, the 18th Amendment. But lowercase informal titles of amendments: the income tax amendment.

A.D. (anno Domini). The abbreviation A.D. (set in small caps) precedes the year: A.D. 107. *See also* B.C.

administration. Capitalize *administration* as part of the name of an agency: General Services Administration. Lowercase *administration* as part of the name of a political organization: Nixon administration.

AFB (Air Force base). Cite a first reference to a specific Air Force base as follows: Maxwell Air Force Base (AFB), Alabama. Subsequent references: Maxwell AFB, Alabama; the Air Force base; the base. In notes and bibliographies, abbreviate the name of the state: Maxwell AFB, Ala.

AFRES (Air Force Reserve). *See also* **Reserve(s).**

African-American (n., adj.)

Afro-American (n., adj.)

AFROTC (Air Force Reserve Officer Training Corps)

agency. Capitalize the full title of an agency, but lowercase the shortened form: Federal Security Agency, the agency.

aircraft. Do not italicize the class designation and class name of aircraft: F-15 Eagle, SR-71 Blackbird, Boeing 747. Italicize the name of a particular aircraft: *Spirit of St. Louis, Enola Gay*. Show model

designations by adding the letter without a space: F-4C, B-52H. Form plurals by adding an *s* (no apostrophe): F-15s, SR-71s, F-4Cs, B-52Hs *See also* apostrophe; italics.

aircrew

air division. If you refer to an air division (now defunct), use the following form: 2d Air Division. For generic references, use *air division*.

airdrop (n.)

air-drop (v.)

air-droppable (adj.)

airfield

air force. Spell out *air force* either as a noun or an adjective.

Always use initial capitals when you refer to the US Air Force. Use lowercase letters when you refer to an air force in general.

Capitalize the term when it is part of the official name of a foreign air force: Royal Air Force. But use lowercase letters for subsequent references: British air force.

When you refer to a numbered air force, spell out and capitalize the ordinal number: Fifth Air Force, Fourteenth Air Force. Use arabic numbers to refer to units below the level of numbered air forces: 502d Air Base Wing, 2d Aircraft Delivery Group.

Air Force abbreviations. *See* Joint Pub 1-02, *Department of Defense Dictionary of Military and Associated Terms.*

Air Force One (the president's aircraft)

Air Force–wide (adj., adv.)

air land (v.).

air-land (adj.)

AirLand Battle

airlift (n., v.)

airman

airpower. But land power, sea power, space power.

airspace

air strike (n.)

allied, allies. Capitalize *allied* and *allies* when you mention them in the context of World War I and World War II.

all-weather fighter

A.M. (ante meridiem [before noon]). The standard practice is to typeset the abbreviation in small caps.

amendments. *See* acts, amendments, bills, and laws.

ampersand (&). Change *&* in original titles to *and*: *Aviation Week and Space Technology*. You may use either the ampersand or *and* as it appears in company names in notes, bibliographies, lists, and parenthetical references (Harper & Row, Harper and Row), but be consistent. The ampersand also occurs in some abbreviations: R&D.

and/or. Acceptable, but overuse can make your writing stilted.

ANG (Air National Guard). Capitalize the shortened title: the Guard; use lowercase letters for *guardsman*.

anti-. Words formed with the prefix *anti-* are usually written solid: antiaircraft, antisubmarine. *See also* compound words.

apostrophe. Form the possessive of singular nouns by adding an apostrophe and an *s*, and the possessive of plural nouns (except for irregular plurals) by adding an apostrophe only: the student's book, the oxen's tails, the libraries' directors, the United States's policy. However, if the addition of *'s* to a singular noun causes difficulty in pronunciation, add the apostrophe only: for righteousness' sake.

Show joint possession by using the possessive form for the second noun only: Bill and Judy's home. Show individual possession by using the possessive form for both nouns: our dog's and cat's toys. Form expressions of duration in the same way you do possessives: an hour's delay, three weeks' worth.

You can apply the general rule to most proper nouns, including most names ending in sibilants: Burns's poems, Marx's theories, Jefferson Davis's home (but Aristophanes' play), the Rosses' and the Williamses' lands.

Form the possessive of nouns ending in silent *s* according to the general rule: corps's.

To show possession for compound nouns, add an apostrophe *s* to the final word: secretary-treasurer's, mother-in-law's, mothers-in-law's.

To show possession for indefinite pronouns, add an apostrophe and an *s* to the last component of the pronoun: someone's car, somebody else's books.

Do not use apostrophes in plurals of decades identified by century: 1960s, 1980s.

Do not use apostrophes to show plurals of letters and figures unless such punctuation is necessary to avoid confusion: Bs and Cs; 1s, 2s, and 3s; B-52s and F-15s; but A's, a's, i's, and u's.

appendix. Designate appendixes as Appendix A, Appendix B, Appendix C, and so forth. Lowercase *appendix* when you refer to an appendix in text (see appendix A). If you wish to include a published document, such as an Air Force instruction, as an appendix to your study, you should reproduce that document verbatim.

armed forces

army. Always capitalize *army* when you refer to the US Army, but use lowercase letters when you refer to an army in general:

> A contemporary army is probably more effective than its World War II counterpart.

For foreign armies, *see* capitalization.

ARNG (Army National Guard). Capitalize the shortened title: the Guard.

art, artwork. *See* illustration.

article (part of a document). *See* acts, amendments, bills, and laws.

B

bachelor's degree. Also Bachelor of Arts, Bachelor of Science. *See also* academic degrees and titles.

back matter. Elements following the main text of a book are back matter. In order, these elements are appendix(es), notes or references, glossary, bibliography, list of contributors, and index(es).

base. *See* AB; AFB.

battalion. Capitalize *battalion* in proper names: 3d Battalion, 10th Battalion.

battle. Capitalize the full titles of battles (you may lowercase *battle* to indicate the location where the battle took place): Battle of the Bulge, Battle (or battle) of Bunker Hill.

battle line

B.C. (before Christ). The abbreviation (set in small caps) follows the year: 240 B.C. *See also* A.D.

below. You may use *below* to refer to information lower on the same page or on a following page:

> These exercises, discussed below, are important to a unit's training.

Berlin airlift

Berlin Wall

biannual, biennial. *Biannual* and *semiannual* mean twice a year; *biennial* means every two years. For clarity, use *twice a year* or *every two years* instead.

bibliography. A bibliography is a list of books, articles, and other works that you use in preparing your manuscript. Place it at the end of the book, before the index. You may submit a bibliography arranged in a straight alphabetical list, a bibliography divided into the kinds of materials used (books, theses and papers, government publications, and periodicals), or a selected bibliography that may or may not be annotated.

An alphabetical list is the most common type of bibliography. Arrange all sources alphabetically by the last names of the authors, in a single list. When no author is given, use the first important word of the title of a book or of an article as the key word for alphabetizing.

In a lengthy bibliography, you may want to divide the references into kinds of sources (books, articles, newspapers, depositories, or collections). Whatever the arrangement, do not list any source more than once.

You may use an annotated bibliography when you want to direct the reader to other works for further reading and study. An annotated bibliography is also useful when you want to briefly explain the contents, relevance, or value of specific sections of the book.

Invert the names of authors (i.e., last name first) and separate the various components of information with periods rather than commas (as is the case with notes).

The following examples show citations in bibliographic format:

AFM 1-1. *Basic Aerospace Doctrine of the United States Air Force.* 2 vols., March 1992.

AFPD 36-4. *Personnel: Air Force Civilian Training and Education,* 26 July 1994.

Clausewitz, Carl von. *On War.* Edited and translated by Michael Howard and Peter Paret. Princeton, N.J.: Princeton University Press, 1976.

Cressey, George B. *China's Geographic Foundations: A Survey of the Land and Its People.* New York: McGraw-Hill Book Co., 1934.

Cuskey, Walter R., Arnold William Klein, and William Krasner. *Drug-Trip Abroad: American Drug-Refugees in Amsterdam and London*. Philadelphia: University of Pennsylvania Press, 1972.

Drew, Col Dennis M. "Joint Operations: The World Looks Different from 10,000 Feet." *Airpower Journal* 2, no. 3 (Fall 1988): 4–16.

Fairbank, John K. "The People's Middle Kingdom." *Foreign Affairs* 58 (June 1964): 943–68.

Schurman, Franz. *China Today*. New York: Vintage Books, 1970.

_____. *Imperial China: The Decline of the Last Dynasty and the Origins of Modern China.* New York: Vintage Books, 1967.

Spencer, Scott. "Childhood's End." *Harper's,* May 1979, 16–19.

Stevenson, Adlai E., III. *The Citizen and His Government.* Austin, Tex.: University of Texas Press, 1984.

See appendix B; page 137 of this guide; and *The Chicago Manual of Style* (14th ed.) for more examples and specific rules for developing a bibliography.

bills. *See* acts, amendments, bills, and laws.

bimonthly. *Bimonthly* means every two months; *semimonthly* means twice a month. For clarity, use *every two months* or *twice a month* instead.

biweekly. *Biweekly* can mean every two weeks or twice a week. For clarity, use *every two weeks* or *twice a week* instead.

black. Use black (or Black) officer, black (or Black) people, blacks (or Blacks). *See also* African-American; Afro-American; Negro, Negroes.

block quotations. Use block quotations for passages that are easily set apart from the text, that are 10 or more typed lines, or that involve more than one paragraph. Indent from both sides and single-space the quoted material. Do not use quotation marks to enclose the quotation, and do not indent for paragraphing. Indicate a new paragraph in a block quotation by skipping a line. The block quotation should reflect the paragraphing of the original. *See also* direct quotations; ellipses; quotations.

> In volume one of AFM 1-1, *Basic Aerospace Doctrine of the United States Air Force* (March 1992), Gen Merrill A. McPeak remarks,
>
> > The guidance this manual provides will be valuable to those in field units and to those in headquarters, to those in operations and to those in support areas, to those who understand air and space power and to those who are just learning. In short, this manual will be valuable to the entire force.
> >
> > I expect every airman and, in particular, every non-commissioned and commissioned officer to read, study, and understand volume I and to become fully conversant with volume II. The contents of these two volumes are at the heart of the profession of arms for airmen. (Page v)

board. Capitalize *board* when it is part of a proper name: National Labor Relations Board. Use *board* for generic references. *See also* capitalization.

brackets. Use square brackets to enclose editorial interpolations within quoted material (to clarify references and make corrections). They may also function as parentheses within parentheses.

> "In April [actually July] 1943 Jones published his first novel."
>
> Gen Charles Horner controlled coalition air assets during the Gulf War (specifically, he was the joint force air component commander [JFACC]).

Brookings Institution

building names. Capitalize the names of governmental buildings, churches, office buildings, hotels, and specially designated rooms: the Capitol (state or national), Criminal Courts Building, First Presbyterian Church, Empire State Building, Oak Room.

buildup (n.)

build up (v.)

bullets. *See* display dots.

bureau. Capitalize *bureau* when it is part of a proper name but not in reference to a newspaper's news bureau: Bureau of Indian Affairs, Newspaper Advertising Bureau, the Washington bureau of the *New York Times. See also* capitalization.

by-product

C

caliber (of weapons). Indicate the caliber of a gun either in whole numbers or decimals, depending on the type: .38-caliber revolver, 9-mm automatic, 105-mm howitzer, 12-gauge shotgun.

capitalization. The modern tendency is to use as few capital letters as possible. A guiding principle is to avoid capitalizing anytime you are in doubt. The following conventions will help you decide whether capital letters are appropriate.

Capitalize civil, military, religious, and professional titles and titles of nobility when they immediately precede someone's name:

President Clinton	General Kelley
Secretary of Defense Perry	Sergeant Mann
Queen Caroline	Professor Elliott
Cardinal Bernadin	Colonel Allen

Capitalize titles associated with more than one person:

Generals Grant and Lee

Lowercase titles that follow someone's name or that stand alone:

Bill Clinton, president of the United States	the president
William Perry, secretary of defense	the secretary of defense
Richard Shelby, senator from Alabama	the senator
Gen Ronald R. Fogleman, Air Force chief of staff	the chief of staff
Lt Gen Jay W. Kelley, Air University commander	the commander

Lowercase titles used in apposition to a name:

Montgomery mayor Emory Folmar
Air Force general John M. Loh

Names of buildings, monuments, and so forth, are capitalized:

the White House	the Eiffel Tower
the Israeli Embassy	the Tomb of the Unknowns

Capitalize the full and (oftentimes) the shortened names of national governmental and military bodies:

US Congress	Congress
Department of Defense	Defense Department, the department
Department of State	State Department, the department
US Air Force	Air Force
US Army	Army
US Marine Corps	Marine Corps, Marines
US Navy	Navy
Montgomery City Council	city council

Capitalize the full names of boards, committees, organizations, and bureaus:

National Labor Relations Board
Committee on Foreign Affairs
Organization of American States
Bureau of Census
Veterans Administration

Do not capitalize shortened forms of the full titles for departments, directorates, centers, and similar organizations:

Department of Labor	the department
Directorate of Data Processing	the directorate
Center for Strategic Studies	the center
Special Plans Division	the division
Air University Press	the press
Publication Design Branch	the branch

Capitalize the titles of treaties, laws, acts, bills, amendments, and similar documents, but lowercase their shortened forms (*see also* acts, amendments, bills, and laws):

Intermediate-range Nuclear Forces (INF) Treaty	the treaty
Conventional Forces in Europe (CFE) Treaty	the treaty
Treaty of Verdun	the treaty
National Labor Relations Act	the labor act, the act
First Amendment (to the US Constitution)	the amendment

Capitalize the full names of judicial bodies; lowercase shortened forms and adjective derivatives (*see also* Supreme Court):

California Supreme Court, state supreme court
Circuit Court of Calhoun County, county court, circuit court
traffic court, juvenile court

Capitalize the names of national and international organizations, movements, alliances, and members of political parties, but do not

capitalize the words *movement*, *platform*, *bloc*, and so forth, as part of organizational terms.

Bolshevik, Bolshevist, Bolshevik movement, Bolshevism, bolshevist (generic), bolshevism (generic)
Communist Party (or party), the party, Communist(s), Communist bloc, Communism, communist (generic), communism (generic)
Communist Party USA (CPUSA)
Common Market
Democratic Party (or party), Democrat, democracy, democrat (general advocate of democracy)
Eastern bloc
Fascist Party (or party), Fascist(s), fascist (generic), fascism (generic)
Federalist Party (or party), Federalist(s), federalist (generic)
Holy Alliance
Marxism-Leninism, Marxist-Leninist, marxism (generic), marxist (generic)
right wing, right-winger, leftist, the Right, the Left
Socialist Party (or party), socialism (generic), socialist (generic)

Capitalize the names of generally accepted historical or cultural epochs:

Dark Ages
Jazz Age
Middle Ages
Reformation
Roaring Twenties

Capitalize the full titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth. Lowercase the words *army*, *navy*, *air force*, and so forth when they are not part of an official title (except when they refer to US forces). Similarly, capitalize the official names of foreign military forces, but lowercase subsequent references to those forces:

Allied armies
Army of Northern Virginia
Axis powers
Continental army (American Revolution)
Eighth Air Force
Fifth Army, the Fifth, the army
1st Battalion, 178th Infantry; the battalion, the 178th
French foreign legion
Israeli Air Force, the air force
the 187th Fighter Group (Air National Guard), the group
People's Liberation Army, Red China's army, the army
Royal Air Force, British air force, the air force
Royal Navy, British navy, the navy
Royal Scots Fusiliers, the fusiliers
Seventh Fleet, the fleet
3d Infantry Division, the division, the infantry
Union army (American Civil War)
United States Army, the Army, the American Army, the armed forces

United States Coast Guard, the Coast Guard
United States Marine Corps, the Marine Corps, the US Marines, Fleet Marine Corps
United States Signal Corps, the Signal Corps

Capitalize the full titles of wars but lowercase the words *war* and *battle* when used alone:

American Civil War, the Civil War, the war
American Revolution, the Revolution, the Revolutionary War
Battle (or battle) of Bunker Hill
Battle of the Bulge, the bulge
European theater of operations
Falklands War
Gulf War
Korean conflict
Korean War
Operation Overlord
Seven Years' War
Spanish Civil War
Tet offensive
Vietnam War
western front (World War I)
World War I (or 1), the First World War, the war, the two world wars
World War II (or 2), the Second World War

Capitalize the names of medals and awards:

Distinguished Flying Cross
Medal of Honor, congressional medal
Purple Heart
Victoria Cross (*but* croix de guerre)

Capitalize but don't italicize the designations of make, names of planes, and names of space programs (*see also* italics):

Boeing 747
Concorde
Nike
Project Apollo
Trident Missile
U-boat

Don't capitalize or italicize generic types of vessels, aircraft, and so forth:

aircraft carrier
space shuttle
submarine

Capitalize the titles of official documents, regulations (now replaced by instructions), directives, letters, standard forms, and shortened forms of titles, but don't capitalize common nouns that refer to them:

AFM 50-14, *Drill and Ceremonies*	the manual
AFP 13-5, *US Air Force Effective Writing Course*	the pamphlet

AFPD 10-8, *Operations: Air Force Support to Civil Authorities*	the policy directive
AFI 90-501, *Criteria for Air Force Assessments*	the instruction

Capitalize such words as *empire, state, county,* and so forth, designating political divisions of the world, when they are part of a proper name. Lowercase these terms when they are not part of a proper name or when they stand alone:

Montgomery County, the county
11th Congressional District, the congressional district, the district
Fifth Ward, the ward
Indiana Territory, the territory of Indiana, the territory
New England states
New York City, the city of New York, the city
Roman Empire, the empire
Washington State, the state of Washington
the British colonies

Capitalize all principal words in titles and subheadings. *See also* titles of works.

Capitalize proper names that designate parts of the world or specific regions:

Central America
central Europe, *but* Central Europe (political division of World War I)
the Continent (Europe), the European continent
the East, easterner, eastern seaboard
eastern Europe, *but* Eastern Europe (political division)
Far East
Far West
the Gulf, Persian Gulf region
the North, northerner, Northerner (Civil War context)
North Africa, northern Africa
North American continent
North Pole
the South, southerner, Southerner (Civil War context)
Southern Hemisphere
South Pacific, southern Pacific
the Southwest (US)
tropic of Cancer
West Coast
western Europe, *but* Western Europe (political division)
Western world
Southeast Asia

Lowercase the names of the four seasons (unless personified):

spring, summer, fall, winter

In April, Spring sends her showers to pierce the drought of March.

Capitalize the names of specific academic courses:

DS 613— Strategic Force Employment, CL 6362—Air Staff Familiarization.

Capitalize registered trademark names:

Coca-Cola (*but* cola drink)
Kleenex (*but* tissue)
Band-Aid
Levi's
Ping-Pong (*but* table tennis)
Xerox

Capitalize signs, notices, and mottoes in text:

The company had a No Entrance sign at the gate.

The cry of the French Revolution was Liberty, Equality, and Fraternity.

See also mottoes.

caption. A caption, which is never a complete sentence, provides information about an illustration. Table titles are also captions. *See also* legend.

Figure 50.-Restructuring Air Force Intelligence

CAS (close air support)

cease-fire (n., adj.)

centuries and decades. Spell out (in lowercase letters) references to particular centuries: the eighth century, the twentieth century. Use figures if decades are identified by their century: the 1880s and 1890s. *See also* numbers.

chapter. Lowercase *chapter* and spell it out in text. You may abbreviate the word in parenthetical references (chap. 5). Use arabic figures for chapter numbers, even if the chapter numbers in the work you are citing are spelled out or in roman numerals. The same principle holds true for other divisions of a book: part 1, section 3, book 7, volume 2.

chief of naval operations

chief of staff. *See* capitalization.

choke point

CINC (commander in chief). *See also* capitalization.

citizen-soldier

civil service

clauses. *See* comma; that, which; which.

cold war

colon. Use a colon to indicate a break in a sentence of the same degree as one indicated by a semicolon. The colon, however, also signals some sort of relationship between the separated elements. The second element, for example, may illustrate or amplify the first:

> Music is more than a collection of notes: it conveys deep feelings and emotions.

You may use a colon to introduce a list or a series. If you use terms such as *namely, for example,* or *that is* to introduce the list or series, do not use a colon unless the list or series consists of one or more complete clauses:

> The book covered three of the most important writers of the Romantic Period: Byron, Shelly, and Keats.
>
> The book covered three of the most important writers of the Romantic Period, namely, Byron, Shelly, and Keats.

Use a colon after the terms *as follows* or *the following* to enumerate several items:

> Test scores were as follows: two 95s, two 80s, and one 65.
>
> The class made the following test scores: two 95s, two 80s, and one 65.

Use a capital letter after a colon when the following material consists of more than one sentence or is a formal statement or quotation:

> He had two reasons for not attending the awards ceremony: First, he was shy. Second, he had nothing appropriate to wear.
>
> Beneath the surface, however, is the less tangible question of values: Are the old truths true?

Do not use a colon between an element in the introductory statement and its complement or object:

> *NOT*
>
> My three immediate goals are: to survive midyear exams, to get to Colorado, and to ski until my legs wear out.
>
> *BUT*
>
> My three immediate goals are to survive midyear exams. . . .
>
> *NOT*
>
> His friend accused him of: wiggling in his seat, talking during the lecture, and not remembering what was said.
>
> *BUT*
>
> His friend accused him of wiggling in his seat. . . .

Place a colon outside quotation marks:

Will had one objection to “Altarwise by Owl Light at the Halfway House”: it was incomprehensible.

comma. Use a comma as follows:

- to set off nonrestrictive clauses—those you could omit without changing the meaning of the main clause:

  Ebeneezer Scrooge, who lived alone, refused to celebrate Christmas.

- after long introductory phrases:

  After reading the letter from the manufacturer, Mary decided to sue the company.

- before *and* or *or* in a series of three or more elements:

  Thomas Hobbes said life in the Middle Ages was solitary, poor, nasty, brutish, and short.

- to set off addresses and place-names:

  The harmless drudge lives at 108 Deerfield Drive, Troy, Alabama.

  They moved from Paris, Texas, to Rome, Georgia, in 1987. (Note commas *before* and *after* state name.)

- to separate the independent clauses of a compound sentence:

  Dr. Lopez criticized the report, and he asked the committee to revise it.

- to separate coordinate adjectives that modify the same noun:

  Most people consider her a generous, outgoing person.

- to separate groups of three digits in numbers of 1,000 or more (except page numbers):

  2,100
  465,230
  5,722,465

Do not use a comma in the following situations:

- to set off restrictive clauses—those you could not omit without changing the meaning of the main clause:

  The notion that all men are created equal was a radical one.

- after a short introductory phrase:

  By April 1865 the Confederacy was clearly doomed.

- to set off the year in military date style:

  They signed the order on 26 July 1947 in Washington.

- to separate compound predicates in a simple sentence:

  Patsy graduated in May and went to work in June.

- to separate adjectives when the first modifies the combined idea of the second plus the noun:

  The estate is surrounded by an old stone wall.

  The professor was a little old man.

- to set off a *Jr.*, *Sr.*, or a roman numeral from a name:

  Adlai E. Stevenson III (*but see* bibliography)

  Harry Connick Jr. plays piano and sings.

For more information on commas, see *The Chicago Manual of Style* (14th ed.), paragraphs 5.29 through 5.88.

committee. *See* congressional committees and subcommittees.

Commonwealth of Independent States. Use this term to refer to the entity whose members were part of the former Soviet Union. *See also* Soviet(s), Soviet Union, USSR.

communism. *See* capitalization.

communist. *See* capitalization.

Communist bloc. *See* capitalization.

Communist Party (or party). *See* capitalization.

compound words. There are three types of compound words: open (air brake), solid (aircrew), and hyphenated (air-cooled). These words are either permanent (found in the dictionary) or temporary (not found in the dictionary). Use the dictionary's spelling of permanent compounds. For help in spelling temporary noun and adjective compounds, refer to table 6.1, "Spelling Guide for Compound Words and Words with Prefixes and Suffixes," in *The Chicago Manual of Style* (14th ed.). If the examples there do not pertain to the temporary compound in question, spell it open (e.g., war fighter). For more help in spelling temporary noun compounds, together with temporary verb, adverb, and

adjective compounds, refer to "The Writing of Compounds" in *Webster's Third New International Dictionary of the English Language, Unabridged.*

Words formed with prefixes like *non-*, *pre-*, and *re-* are usually spelled solid: nonnuclear, prearrange, reenlist.

Words with the suffix *-like* are often used to form new compounds and are generally spelled solid: childlike, businesslike, lifelike; *but* bull-like, Faulkner-like.

Words combined with the suffix *-fold* are spelled solid unless they are formed with figures: threefold, multifold, 20-fold.

A few noun compounds are always spelled open: those beginning with relationship words, such as Mother Nature, fellow traveler, sister ship, parent company, and most compounds ending with *general,* such as attorney general, adjutant general, and comptroller general (*but* governor-general).

Adjective compounds consisting of adverbs ending in *-ly* plus participle or adjective are left open: poorly written story, rapidly developing area. Compounds formed from unhyphenated proper names are left open: Methodist Episcopal Church, Southeast Asian country. Chemical names are open: carbon monoxide poisoning, hydrochloric acid bottle. Words naming colors are open: sea green gown, grayish blue car. *See also* hyphenated compound words.

Congress. Always capitalize *Congress* when you are referring to the US Congress.

congressional. Lowercase *congressional* except when it is part of a title or office: *Congressional Record,* Congressional Budget Office, congressional district.

congressional committees and subcommittees. Capitalize *committee* or *subcommittee* when the words are part of a full title: Committee on Foreign Affairs, the committee; Subcommittee on Energy and the Environment, the subcommittee.

congressman, congresswoman. Lowercase *congressman* and *congresswoman* except when they precede a person's name. Capitalize *senator* and *representative* when they precede a person's name: Congresswoman Lowey, the congresswoman from New York; Senator Shelby, the senator from Alabama. *See also* abbreviations.

constitutional amendments. Capitalize the full titles of amendments to the US Constitution: Fifth Amendment, 18th Amendment, the amendment. *See also* acts, amendments, bills, and laws.

copyright. *See* appendix C.

cost-effective (adj.)

cost-effectiveness (n.)

counter-. Compound words with the prefix *counter-* are usually spelled solid: counterair, countermeasure, counterblow, counterclockwise. *See also* compound words.

countries. Spell out the names of countries in text. *See also* abbreviations; United States; US; USSR.

court-martial (n., v.), **courts-martial** (n., plural)

coworkers

credit line. *See* illustration; legend.

crew member

cross-train (v.)

Cuban missile crisis

currency. *See* money; numbers.

D

dangling modifier. A verbal phrase at the beginning of a sentence dangles when the word it should modify is not present:

> *Running along the street,* my *nose* felt frozen.

Here, *running along the street* seems to modify *nose.* Correct this problem by adding a word that the verbal phrase can logically modify:

> *Running along the street, I* felt as if my nose were frozen.

dash. The dashes most commonly used are the em dash (sometimes typed as two hyphens) and the en dash (sometimes typed as a hyphen).

Use an em dash or a pair of em dashes to indicate a sudden break or abrupt change in thought:

> My world and the real world—what a contrast!
> He asked—no demanded—that the door be opened.

to set off interrupting or clarifying elements:

> These are shore deposits—gravel, sand, and clay—but marine deposits underlie them.

to introduce a final statement that summarizes a series of ideas:

> Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

to set off a word or phrase in the main clause that emphasizes or explains:

> George worked several days on the system—a system that was designed to increase production in the department.

If text set off by a pair of dashes requires a question mark or exclamation point, place it before the second dash:

> Suddenly, Richard—had he lost his senses?—threw his plate across the room.

Do not use more than one pair of em dashes in a sentence.

The en dash is one-half the length of an em dash and is longer than a hyphen. Use an en dash to connect continuing or inclusive numbers

such as dates, time, or reference numbers: 1957–63, February–March 1971, pages 12–15.

The en dash is also used in place of a hyphen in a compound adjective, one element of which consists of two words or a hyphenated word: New York–London flight; Air Force–wide changes; quasi-public–quasi-judicial body.

data. You may consider *data* singular or plural. Choose one, and use it consistently throughout your text. Be sure that verbs and qualifiers agree with the number that you choose:

> The data is now in, but we have not examined much of it.
>
> The data are now in, but we have not examined many of them.

database

dates. Write exact dates in day-month-year sequence without internal punctuation: 11 March 1950. *See also* numbers.

daytime

D.C. (District of Columbia)

D day

decades. Use figures if decades are identified by their century: the 1880s and 1890s. Spell out or use figures and apostrophes for references to particular decades: the eighties, the ‘80s. *See also* numbers.

decision maker (n.)

decision making (n.)

decision-making (adj.)

de-emphasize

Democratic Party (or party), Democrat(s) (member[s] of the party), democracy. *See also* capitalization.

department. *See* capitalization.

directions (north, south, east, west, etc.). *See* capitalization.

director, directorate. *See* capitalization.

direct quotations. Certain rules apply when you quote directly from the work of other writers. You should credit your source by identifying it in an endnote. If you quote at length from a copyrighted work, you should obtain written permission from the holder of the copyright. Reproduce the passage verbatim, including original spelling, capitalization, and internal punctuation, with the following exceptions:

1.-You may change single quotation marks to double quotation marks and vice versa, if necessary.

2.-You may change the initial letter to a capital or lowercase letter.

3.-You may omit the final period or change it to a comma, and you may omit punctuation marks where you insert ellipsis points.

4.-You should usually omit original note-reference marks in a short quotation from a scholarly work. You may insert note references of your own within quotations.

5.-You may correct an obvious typographical error in a passage quoted from a modern source, but you should usually preserve idiosyncratic spellings in a passage from an older work or manuscript source unless doing so would impair clarity. You should inform the reader of any such alterations, usually in a note.

See also notes; plagiarism; quotations.

display dots. Display dots are typographical devices used to emphasize specific items; they are not organizational devices used to subordinate textual elements. Use them when one item is not more important than the others or when the items do not show a sequence. Your entries may be either complete or incomplete sentences but should be parallel in grammatical structure. Generally each entry should be no longer than two or three sentences. Since display dots are used primarily for emphasis, you should use them sparingly, and keep the information they set off as short as possible. Indent each entry, and align run-over lines with the first word after the dot. The following examples show the acceptable use of display dots:

A special court-martial tries intermediate noncapital offenses. It may be convened by any of the following:

•-Any person who may convene a general court-martial.

•-A commander empowered by the secretary of the Air Force unless otherwise directed.

•-A commander of a wing, group, or separate squadron of the Air Force unless otherwise directed.

Specifically, the Office of Antiterrorism is charged with the following measures:

- -Helping the newly formed Air Force Antiterrorism Council keep pace with related developments. Members of the council include senior officers of various deputy and assistant chiefs of staff, the Office of Security Police, the Office of the Judge Advocate General, and other agencies.
- -Developing policy and guidance concerning security measures and precautions.
- -Monitoring terrorist trends and providing information on such matters to interested agencies and commands.

The Camp David accords provide a process to facilitate the implementation of Resolution 242:

- -a five-year transitional period for the West Bank and Gaza, providing full autonomy to the inhabitants;
- -negotiations on the final status of the West Bank and Gaza and on a peace treaty between Jordan and Israel, to begin no later than three years into the transitional period;
- -a framework for peace negotiations between Israel and Egypt; and
- -principles for peace treaties between Israel and its other neighboring states.

The following engineering data support centers have been established:

- -The Cryptologic Equipment Engineering Data Support Center
- -The Nuclear Ordnance Engineering Data Support Center
- -The Aerospace Guidance and Metrological Engineering Data Support Center
- -Communications-Electronics Engineering Data Support Center

In classified reports, material emphasized by display dots is considered part of the paragraph that introduced it, not as a separate paragraph.

District of Columbia (D.C.)

division. *See* capitalization.

doctrine documents, instructions, manuals, pamphlets, and policy directives. On first usage, spell out the name of the publication and include the abbreviation in parentheses; you may then refer to the publication by abbreviation and number. Italicize the title of the publication: Air Force Doctrine Document (AFDD) 60, *Training and Education,* AFDD 60; Air Force Instruction (AFI) 90-501, *Criteria for Air Force Assessments,* AFI 90-501; Air Force Manual (AFM) 10-41,

Operation Plan and Concept Plan Development, AFM 10-41; Army Field Manual (FM) 27-10, *Law of Land Warfare,* FM 27-10; Air Force Pamphlet (AFP) 36-2705, *Discrimination and Sexual Harassment,* AFP 36-2705; Air Force Policy Directive (AFPD) 36-4, *Personnel: Air Force Civilian Training and Education,* AFPD 36-4.

documentation. *See* bibliography; notes.

DOD (Department of Defense)

dollars. *See* money; numbers.

Dr. (doctor). Use a period with the abbreviation. *See also* Mr., Mrs., Mme, Ms.

E

earth. Lowercase *earth* except when you refer to it as one of the bodies in the solar system. The same principle applies to *sun* and *moon*. In this context, use *the* with *sun* and *moon* but not with *earth:* Mars has a diameter halfway between those of the Moon and Earth.

earth satellites. Use arabic numerals in designations of artificial satellites: *Skylab 2, Voyager 2.* Earlier spacecraft used roman numerals: *Gemini II. See also* spacecraft.

earth station

East Berlin, East Germany. Use the full phrase, not *Berlin* or *Germany* alone, in references to the city and country when they were divided.

e.g. (for example). Avoid using *e.g.* in text; use *for example* instead. Use the abbreviation, followed by a comma, only in parenthetical references or tabular matter.

ellipses. Ellipses (or ellipsis points [dots]) indicate the omission of a word, phrase, line, or paragraph from within a quoted passage. Ellipsis points come in threes; are set on the line like periods; and are separated from each other, from the text, and from any contiguous punctuation by one space.

Use three ellipsis points to indicate an omission in the middle of a quoted sentence: "The nuclear-armed GALOSH ABM interceptor . . . has an inherent ASAT capability against low-altitude satellites." Indicate the omission of the last part of a sentence by a period and three ellipsis points. Leave no space between the period and the preceding word: "The Soviets also have research programs under way on kinetic energy weapons. . . . These programs have been highly successful." If the sentence ends with a question mark or exclamation point, retain that punctuation and follow it with three ellipsis points: "What is the major strength of the Soviet space program? . . . " Remember that ellipsis points are seldom used at the beginning or end of a quoted passage.

Indicate the omission of one or more paragraphs in a long block quotation by three ellipsis points following the period at the end of the paragraph preceding the omitted paragraph. If a paragraph in the block quotation—other than the first paragraph—begins with a sentence that does not open the paragraph in the original, it should be preceded by three ellipsis points:

> Such a tremendous increase in capability exceeds their future civil and scientific requirements. The gap between what we perceive to be Soviet launch requirements and launch capabilities is of great concern to us. . . .
>
> . . . this system will expand the current US ICBM field coverage to include US submarine-launched ballistic missiles. . . .

When you replace part of a quoted passage with different wording, enclose the new term(s) with square brackets, but do not use ellipsis points to show that the original wording has been omitted:

> The nuclear-armed GALOSH ABM interceptor deployed around Moscow has an inherent ASAT capability against low-altitude satellites.
>
> The nuclear-armed GALOSH [missile] deployed around Moscow has an inherent ASAT capability against low-altitude satellites.

However, if bracketed material is contiguous to ellipsis points which show that part of a quoted passage has been omitted (and not replaced with different wording), retain the ellipsis points:

> The nuclear-armed GALOSH [missile] . . . has an inherent ASAT capability against low-altitude satellites.

Do not use ellipsis points if the quotation begins with an incomplete sentence that completes a sentence in the text:

> For example, we now know that the Soviets "are currently producing about 50 SL-4/SL-6-type vehicles each year—a rate of nearly one a week."

Do not use ellipsis points if the quotation begins with an incomplete sentence that does not complete the sentence in the text:

> The manned space program is the centerpiece of the Soviet space effort: "[Establishment] of a continuous cosmonaut presence in near-earth orbit is only the latest of many impressive feats."

See also brackets.

E-mail (n., v.)

emphasis. *See* italics.

empire. *See* capitalization.

endgame

endnotes. *See* notes.

en masse

en route

ensure. To make sure or certain, guarantee. *See also* insure.

entitle, title (v.). These terms are used interchangeably in the sense of designating or calling by a title: A book entitled *Roderick Random* was on the list of required readings.

EO (executive order). Lowercase *executive order* and spell it out when the number of the order is not given. Always capitalize the term when you use it with the number, but abbreviate with the number only after you spell it out on first reference: Executive Order (EO) 1654, EO 1654, the executive order.

epigraph. You may include an epigraph—a pertinent quotation—at the head of a chapter. Do not enclose it in quotation marks. You may set the epigraph in italics in the same size type as the text or in roman a size smaller. Identify the source of the quotation on the following line. Cite only the author's name (sometimes preceded by a dash) and usually the title of the work. If the author is well known, you may cite the last name only. Do not footnote an epigraph.

> A foolish consistency is the hobgoblin of little minds, adored by little statesmen and philosophers and divines.
>
> —Ralph Waldo Emerson
> *Essays, First Series: Self-Reliance*

et al. (and others). When you cite a work by more than three authors, give the full name of the first author listed, followed by *et al.*:

> 1. Jaroslav Pelikan et al., *Religion and the University*, York University Invitation Lecture Series (Toronto: University of Toronto Press, 1964), 109.

etc. (et cetera, and so forth). Formal, scholarly writing discourages the use of *etc.* **in text, restricting it to lists, tables, and parenthetical references. Such usage requires that** *etc.* **and phrases such as** *and so forth* **be set off by commas.**

exercises. Capitalize only the initial letter(s) of the name of the exercise unless the name is an acronym: Desert Strike, REFORGER (return of forces to Germany). *See also* operations.

F

fact-finding (n., adj.)

federal, federal government

feedback

field test (n.)

field-test (v.)

fighter-bomber

figures. *See* numbers or illustration, as applicable.

firearm; firebomb (n., v.); **firepower**

first, firstly. When you enumerate points in textual material, use *firstly, secondly,* and so forth, or *first, second,* and so forth. Do not mix the two: *first, secondly.*

first person. *See* I, we.

flight crew

flight line (n.)

flight-line (adj.)

flight path

floor leader. Lowercase *floor leader,* whether preceding or following the name:

> the Republican floor leader, Hugh L. Brown
> Rep. Hugh L. Brown, the Republican floor leader

follow-on (n., adj.)

follow-up (n., adj.)

follow up (v.)

footnotes. *See* notes.

force mix (n.)

foreign military services. *See* capitalization.

foreign terms. *See* italics.

foreword. The foreword (not *forward***) is part of the front matter of a book, appearing before the preface. It is usually two to four pages long and is written by someone other than the author of the book. The name of the person who wrote the foreword appears at the end of the foreword.** *See also* **front matter.**

forms (titles of). *See* italics.

fort. Spell out and capitalize *fort* when it is part of a proper name: Fort Hood.

fractions. *See* numbers.

free world or Free World

frequencies. *See* abbreviations.

front line (n.)

frontline (adj.)

front matter. Elements preceding the main text of a book are front matter or preliminaries. In order, they include the title page, copyright notice, dedication, table of contents, list of illustrations, list of tables, foreword, preface, acknowledgments (if not part of preface), and introduction (if not part of text). Use lowercase roman numerals to number the preliminary pages of the manuscript.

full time (n.)

full-time (adj., adv.)

FY (fiscal year)

G

Gadhafi, Mu'ammar

general (military rank). *See* abbreviations; capitalization; military titles and offices.

G force, G suit, G turns

glossary. Include a glossary if you use a number of unfamiliar or technical terms in your text. Arrange the words, abbreviations, or acronyms and their definitions in alphabetical order, and place the glossary before the bibliography. *See also* back matter.

GO (general order). Lowercase *general order* and spell it out when you are referring in general to the official numbered and dated publication. Capitalize the term when you use it with the number, but abbreviate with the number only after you spell it out on first reference: General Order (GO) 6-325, GO 6-325, the general order.

government, federal government, US government

group. Capitalize *group* when you use it as part of a proper name: 42d Medical Group, the group.

Gulf War. *See also* capitalization; Persian Gulf War.

guns. *See* caliber (of weapons).

H

half-. Most adjective compounds with *half* are hyphenated; a few are closed: half-cocked, half-blooded, half-witted, halfhearted, halfway. *See also* compound words; hyphenated compound words.

half century

he, him, his. *See* sexist language.

headings. *See* **subheadings.**

headquarters. Spell out and capitalize *headquarters* when you refer to Air Force headquarters and headquarters of major commands: Headquarters USAF, Headquarters ACC, *but* the headquarters.

HF (high frequency)

high-. Most adjective compounds with *high* are hyphenated before the noun. After the noun, you may write them open, unless ambiguity would result; some compounds with *high* are closed: high-level meeting, highbrow, highfalutin, highland. *See also* compound words; hyphenated compound words.

highway. Capitalize *highway* in proper names, but lowercase the shortened form: Alcan Highway, the highway. Use arabic numerals to designate state, federal, and interstate highways: Interstate 85, Alabama 41.

Ho Chi Minh Trail

house. Capitalize *house* when you refer to the House of Representatives, in full or shortened form: the House. Lowercase *house* in other contexts: the lower house of Congress.

hundreds. *See* numbers.

hyphen. Use a hyphen when you must divide a word at the end of a line and in some compound words. *See also* hyphenated compound words; word division.

hyphenated compound words. Hyphenated compounds are words joined by a hyphen or hyphens, such as many-sided, ill-fated, and mother-in-law. There is no all-inclusive rule for hyphenation of compound words. If you are not sure about the way a particular compound is written, look it up in the dictionary or *The Chicago Manual of Style* (14th ed.), table 6.1, "Spelling Guide for Compound Words and Words with Prefixes and

Suffixes," or refer to "The Writing of Compounds" in *Webster's Third New International Dictionary of the English Language, Unabridged.* The following are a few general principles:

Use a hyphen to prevent ambiguity. For example, *slow moving van* could mean a moving van that is slow (no hyphen necessary) or a van that is moving slowly: *slow-moving van.* Although adjective compounds traditionally are hyphenated before the noun they modify and are written open after the noun, you may omit the hyphen in all cases if there is no chance of ambiguity or misreading: smoke filled room, red hot iron. This principle holds true even if the compound is hyphenated in the dictionary. Do not hyphenate an adjective compound consisting of an adverb ending in *-ly* plus participle or adjective (highly developed organism).

Hyphenate adjective compounds beginning with *well, ill, better, best, little, lesser,* and *least* when they precede the noun, and leave them open after the noun: well-dressed man (*but* the man is well dressed); best-known work (*but* the work is best known); ill-advised action (*but* the action is ill advised). Leave such compounds open when they are modified by an adverb: very well dressed man. If you enclose an adjective compound that you would normally hyphenate in quotation marks, you may omit the hyphen: "well dressed" man. *See also* well.

Measurement compounds are also hyphenated: six-inch-wide board, three-mile limit, 24-gallon tank. If you abbreviate the unit of measure, omit the hyphen: 24 gal tank.

Compounds consisting of numerals and the word *percent* are left open: 25 percent decrease.

Hyphenate when the second element of a compound is capitalized or is a number: pre–World War II events, post-1980 developments. Hyphenate when spelling the word solid creates a homonym, as in re-mark (mark again) versus remark (say).

Hyphenate some compounds in which the last letter of the prefix is the same as the first letter of the word following: anti-intellectual, anti-inflammatory.

Use a "suspension" hyphen to carry the force of a modifier to a later noun: second- or third-rate powers; second-, third-, and fourth-grade students.

Some noun compounds are always hyphenated: relative words with *great* and *in-law,* such as great-uncle, great-great-grandmother, sister-in-law; noun plus noun, expressing two different but equally important functions, such as secretary-treasurer; two-word compounds ending in *elect,* such as governor-elect (*but* probate judge elect); some multiple-word compounds including a preposition and describing someone or something, such as jack-of-all-trades (*but* flash in the pan). Some permanent compounds beginning with *vice* are hyphenated, such as vice-chancellor, but not vice admiral or vice president or viceroy. *See also* vice-.

Do not hyphenate capitalized geographical terms used as adjectives: Southeast Asian country, Mobile Bay cruise. *See also* compound words; titles of works.

I

I, we. You may use these pronouns occasionally in the text rather than the formal "the author(s)."

ibid. *See* notes.

i.e. (that is). Avoid using *i.e.* in text; use *that is* instead. Use the abbreviation, followed by a comma, only in parenthetical references or tabular matter.

ill-. *See* hyphenated compound words.

illustration. An illustration (figure) may be a chart, map, line drawing, photograph, painting, or graph. Tables are not considered illustrations. *See also* tables.

Number your illustrations consecutively throughout the text, and refer to them by their numbers, either parenthetically (fig. 8) or as part of the text:

> The totals shown in figure 3 are rounded off to the nearest dollar.

If each chapter in a book is written by a different author, the numbering of figures restarts with each new chapter. For precise identification of figures, you may wish to use a combination of chapter number, a period, and figure number: 2.1, 2.2., 2.3, and so forth.

If the illustration is not your own, identify the source with a credit line, either at the end of the legend or caption, usually in parentheses, or parallel to the lower edge of the illustration (*see* legend). Before using an illustration from a copyrighted source, obtain a formal (written) release from the copyright owner. *See also* caption; copyright; legend; tables.

important, importantly. You may use either *important* or *importantly* as a sentence modifier:

> The truth is evident; more important, it will prevail.
>
> The truth is evident; more importantly, it will prevail.

Choose one, and use it consistently.

inbrief (v.)

inbriefing (n., v.)

in-depth (adj., adv.)

index. An index helps your reader find details about particular subjects. Meaningful entries direct the reader to pertinent references in the text—not just to passing remarks. Consult chapter 17 of *The Chicago Manual of Style* (14th ed.) for preparation of an index.

insure. Often synonymous with *ensure* (i.e., to make certain by taking necessary measures and precautions). *Insure* also carries the distinctive sense of providing or obtaining insurance. *See also* ensure.

inter-. The prefix *inter-* nearly always occurs in solid compounds: interrelated, interaction, international. Hyphenate such compounds when the second element is capitalized: inter-American. *See also* compound words; hyphenated compound words.

international date line

Internet (the global network of computers)

in-theater (adj., adv.)

iron curtain. This term is often capitalized (Iron Curtain) when it refers to a barrier that isolates an area under Soviet control.

it. Use *it* to refer to inanimate objects and some living things; you may also use the term in impersonal statements and in idioms:

> The couple bought a house but did not like it.
>
> The newborn baby kept its eyes shut tightly.
>
> It has been three hours since it began to rain.
>
> We will have to play it by ear.

Using *it* rather than a personal pronoun in some instances, however, can make your writing stilted: *it is believed* instead of *I believe.*

italics. Italicize titles and subtitles of published books, periodicals, pamphlets, manuals, proceedings and collections, newspapers, and sections of newspapers published separately (*The Art of War, Fortune* 500, etc.). If you are marking a manuscript by hand, use underlining to indicate italics.

Italicize titles of motion pictures, continuing television and radio series, long poems and musical compositions, and plays. Put titles of TV shows, songs, and radio programs in roman type and enclose them in quotation marks:

Casablanca
public television's *Masterpiece Theater*
radio's *The Green Hornet*
Paradise Lost
Handel's *Messiah*
Seinfeld
"In the Mood"
radio's "Christmas '96 at the Kennedy Center"

If you use the names of newspapers, titles of books, or other italicized names in the plural, set the ending in roman type: There were five *Journal*s and two *Tribune*s on the shelf.

Punctuation marks should be in the same style or font of type as the word, letter, character, or symbol immediately preceding them, as is the case with the following question mark, semicolon, and colon:

What is meant by *random selection?*
Luke 4:16*a;*
Point: one-twelfth of a pica

A question mark or exclamation point that immediately follows an italicized title and that is not part of the title should be set in roman to avoid misreading:

When did she write *Together Again*?

but

After she wrote *What Next?*

Parentheses and brackets that enclose italicized text may also be set in italics:

[continued]

(An exception is [*sic*].) However, if only one end of the enclosed text is italicized, the parentheses or brackets should be roman:

(he objected to the term *handicapped*)

Italicize the proper names of specific ships and submarines but not the accompanying abbreviations SS or HMS: HMS *Shannon,* SS *United States,* CSS *Alabama, Kiev*-class submarine. Capitalize but do not italicize make of aircraft and ships and names of space programs: Boeing 707, Project Apollo, ICBM, U-boat, DC-3. *See also* aircraft; spacecraft.

Do not italicize titles of forms or put them in quotation marks. Instead, capitalize the main words: AF Form 673, Request to Issue Publication; AU Form 107, Request for Loan.

Italicize terms singled out as terms and words referred to as words (*see also* quotation marks):

The standard meaning of the term *leftist* is an adherent of the left wing of a party or movement.

Gladys cringed whenever anyone said *ain't.*

Italicize terms from languages other than English: *Leutnant, sic transit gloria mundi, aux armes.* However, if foreign terms are included in the main listing of a standard English dictionary, do not italicize them: weltschmerz, schadenfreude, ad hoc, fin de siècle, blitzkrieg, détente, déjà vu, perestroika, raison d'être, vis-à-vis.

Isolated foreign proper nouns are not italicized, even when cited as foreign terms:

> Moscow (in Russian, Moskva) has been the capital of the Russian national state since the late fourteenth century.

Italicize the names of legal cases; v. (versus) may be roman or italic (but be consistent):

> *Brown v. Board of Education*
> *King* v. *City of Los Angeles*

Italicize the shortened case name:

> *Miranda* or the *Miranda* case.

You may occasionally use italics (not boldface) to emphasize a point:

> Effective *intelligence* is essential to military operations.

This device should be used sparingly. If your text is well written, the reader should have no problem determining what you consider important.

If you use italics to emphasize a word or words in a quotation, indicate that you have done so by adding a phrase such as "emphasis added" or "italics added" in parentheses following the quotation, as in this block quotation:

> Today we know that in wartime, *even in a conventional war of limited duration,* the two superpowers would fight a battle of attrition in space until one side or other had wrested control. *And the winner would use the surviving space system to decide the contests on land and sea*. (Emphasis added)[7]

Similarly, you may use an appropriate phrase to show that an italicized part of a quotation is not your doing but appears in the original, as in this run-in quotation:

> Gen Muir S. Fairchild noted that "each nation differs from all other nations, not only in its *degree* of vulnerability to air attack, but also in the *kind* of vulnerability" (emphasis in original).[21]

In a quotation with a mixture of original and added italics, use bracketed phrases immediately following the italicized passages to differentiate between them:

> Whether the means of protecting satellites will be adequate to *ensure the survivability* [emphasis added] of particular space-based BMD systems will depend in part on the kinds of systems deployed and in part on future Soviet antisatellite capabilities. *Insufficient information is now available to resolve the survivability question* [emphasis in original].[24]

J

JCS (Joint Chiefs of Staff). Capitalize *Joint Chiefs of Staff* as an official title, but use *joint chiefs* as the shortened form. *See also* capitalization.

jeep. Lowercase *jeep* when you are referring to a military vehicle. Capitalize the word when you are referring to the trademark of the civilian vehicle.

JFACC (joint force air component commander)

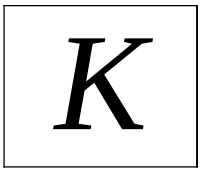
journals. Capitalize all main words of the title of a journal, and italicize the full title: *Journal of Political and Military Sociology*. *See also* italics; titles of works.

Jr. Use a period with *Jr.*; do not set it off with commas. *See also* comma.

James Adair Jr.

JSTARS (joint surveillance, target attack radar system).

judicial branch. *See* capitalization.



-keeper. Compound words that end with *-keeper* are usually written solid: bookkeeper, scorekeeper, timekeeper, hotelkeeper; *but* tollgate keeper. *See also* compound words.

Korean conflict

Korean War

L

landmass

land power

latitude, longitude. Spell out *latitude* and *longitude* in text or standing alone: longitude 80 degrees east; the polar latitudes, from 20° 50+ north latitude to 20° 50+ south latitude. In tables you may abbreviate as follows:

> lat. 41°15+40″ N
> long. 90°18+30″ W

laws. *See* acts, amendments, bills, and laws.

legal cases. *See* italics.

legend. An explanation of the material contained in an illustration (figure) is called a legend, which consists of one or more complete sentences. Technically, if the explanation is not a complete sentence, it is a caption (*see also* caption). You may use a mixture of legends and captions to identify your figures. The legend follows the figure number on a line parallel to the bottom line of the illustration. When you use a legend (complete sentence[s]), place a period at the end. When you use a caption, you may use headline-style capitalization or sentence-style capitalization. *See also* titles of works. Do not use a period at the end, unless you run a caption and legend together.

> Figure 1.-Carrier Air Wing. As the Air Force assembles composite wings, it would do well to study how the Navy operates its carrier air wings. The composite nature of the carrier air wing is evident from this deck photo of the USS *Theodore Roosevelt* and its complement of aircraft.
>
> Figure 2.-System Flowchart Applied to Mission Accomplishment

If the illustration is not your own, identify the source with a credit line at the end of the legend, in parentheses, or you may run it parallel to the lower edge of the illustration:

> *Source:*-Maj Paul G. Hough, "Financial Management for the New World Order," *Airpower Journal* 6, no. 3 (Fall 1992): 51.
>
> Figure 3.-Competitive effects on general and administrative costs
>
> OR
>
> Figure 3.-Competitive effects on general and administrative costs (From Maj Paul G. Hough, "Financial Management for the New World Order," *Airpower Journal* 6, no. 3 [Fall 1992]: 51)

If you use such words as *left, right, top, bottom,* or *left to right* to identify individual subjects within the illustration, put them in italics, preceding the subjects they identify. *See also* caption.

Figure 1.-*Left to right:* George Jones, Henry Johnson, and John Hopkins.

Figure 3.-*Upper left,* B-1; *upper right,* F-15; *lower left,* C-5; *center,* XV-3; *lower right,* XV-15.

If your table of contents includes a list of illustrations, do not simply reprint the captions and legends as they appear in the text. A short caption is appropriate for your list, but you should shorten long captions and legends.

legislative bodies, legislative branch. *See* capitalization.

LF (low frequency)

LGB (laser-guided bomb)

LIC (low intensity conflict)

lists. You may run lists into the text or set them apart in a vertical enumeration. Use arabic numerals in both styles.

For a run-in enumeration, enclose the numbers in parentheses without a period. Use a comma to separate items in a simple series if there is little or no punctuation within the items; otherwise, use a semicolon:

Plain English standards are (1) present material in a logical, orderly sequence, (2) write in a clear, uncluttered style, and (3) write in active voice.

Note that the items in the series should be grammatically parallel.

For a vertical enumeration, use numbers without parentheses but follow with a period. If each element in the list is a complete sentence, use a period at the end of each. Set the list flush with the text or indent. Align runover lines with the first word after the numeral.

The following steps increase your effectiveness as a communicator:

1.-Use English that is alive.
2.-Analyze the purpose and audience, taking care to select a subject that will
- be of interest to the audience.
3.-Conduct the research.
4.-Support your ideas.

You may put in vertical form a list that completes a sentence begun in an introductory element; punctuate it as if it had been a continuous part of the sentence:

The loan office told Richard to

1.-fill out the application forms,
2.-make a copy for himself, and
3.-return all paperwork in one week.

Or you may omit the punctuation after all such items:

The five categories of research sources are

1.-abstracts of student papers
2.-Air Force sources
3.-DOD sources
4.-periodicals
5.-other sources

Be consistent throughout the document.

LOC (lines of communications)

localities and regions. Capitalize the popular names of specific localities and regions: East Side, Sun Belt, Twin Cities. *See also* capitalization.

loc. cit. *(loco citato)*. In the place cited. Use a shortened reference instead. *See* notes.

logistic or logistical (adj.)

logistics (n.). *Logistics* may take a singular or plural verb. Choose one, and be consistent.

long term (n.).

long-term (adj.).

Luftwaffe. No italics.

M

magazine titles. *See* italics.

man-. Compound words with *man-* are solid, hyphenated, and open: mankind, man-hour(s), man jack. *See also* compound words; hyphenated compound words; sexist language; work hour(s).

man-hour(s) (n.). *See also* sexist language; work hour(s).

Marine Corps, Marine(s), marine. Capitalize *marine(s)* as a synonym for the US Marine Corps: Jim enlisted in the Marines; a Marine landing; *but* three marines, a company of marines. Shortened title: Marine Corps, *but* the corps. As a guide to capitalization, apply the following test: If the word *soldier* or *soldiers* would fit logically in place of *marine* or *marines,* use *m.* If *Army, Navy,* or *Air Force* can be substituted logically for *Marines,* use *M.*

Marshall Plan, the plan

master's degree. Also Master of Arts, Master of Science. *See also* academic degrees and titles.

material, materiel. *Material* refers to any matter or substance from which something is made. *Materiel* refers more specifically to apparatus or equipment (e.g., military supplies).

measurements. If you use an abbreviation for the unit of measure, always express the quantity by a figure:

-3 mi	50 lb
55 MPH	35 mm film

See also abbreviations; hyphenated compound words; numbers.

medals. Capitalize specific names of medals and awards:

Medal of Honor; congressional medal
Distinguished Flying Cross
Legion of Merit

See also capitalization.

media. The plural of *medium.* Use with a plural verb. Although the term is used in the singular in references to agencies of mass communications, that usage is not well established. *See also* data.

Messrs., Mmes. *Messrs.* is the plural of Mr.; use a period: Messrs. Jones, Brown, and Robinson. *Mmes* is the plural of madam or madame or Mrs.; no period: Mmes Banker, Moore, Richards, and McCormack.

microcomputer

mid-. Adjective compounds with *mid-* are usually spelled solid, unless the second element begins with a capital letter: midair collision, mid-Atlantic tempest. Noun compounds with *mid-* are usually solid; if the second word is a proper noun, the compound may be open or hyphenated: midsummer, mid Atlantic, mid-Victorian. *See also* compound words; hyphenated compound words.

Middle Ages

MiG(s). Capital *M,* lowercase *i,* capital *G.* Soviet aircraft developed by the design bureau of Gen Artem *Mi*koyan and Gen Mikhail *G*urevich.

military establishment

military-industrial complex

military rank. *See* military titles and offices.

military terms. Capitalize full titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth. Lowercase the words *army, navy, air force,* and so forth, standing alone or when they are not part of an official title (except when they refer to US forces):

> When questioned about a separate air force, the general saw it as a matter for the Army to decide.

See also capitalization.

military time. Time measured in hours numbered zero to 23 (as 0100, 0800, 1600, 2300), from one midnight to the next; midnight is 0000, not 2400. No internal punctuation. *See also* numbers.

military titles and offices. Capitalize and abbreviate titles that precede full names; capitalize and spell out titles that precede surnames only.

Lowercase and spell out titles following a personal name or used alone in place of a name:

Gen Ulysses S. Grant, commander in chief of the Union army; General Grant; the commander in chief; the general
Gen Curtis E. LeMay, commander of Strategic Air Command; General LeMay; the general
But General of the Army Douglas MacArthur; Douglas MacArthur, general of the Army; General MacArthur; the general
Sgt Phyllis Forsman; a noncommissioned officer (NCO); Sergeant Forsman; the sergeant
Chester W. Nimitz, fleet admiral; Admiral Nimitz, commander of the Pacific Fleet; the admiral
Col (Brig Gen–select) Peter D. Haynes
Generals Eisenhower and Montgomery (but Army generals Patton and Bradley)

See also abbreviations; capitalization.

military units.

Air Force units. Use arabic numerals to designate units up to and including air divisions (now defunct). Spell out the names of numbered air forces:

2d Aircraft Delivery Group
31st Combat Support Group
22d Fighter Wing
834th Air Division
Twenty-third Air Force

Army units. Use arabic numerals to designate units up to and including divisions. Write corps names with roman numerals, and designate Army groups with arabic numerals. Spell out the names of numbered armies:

2d Armored Cavalry Regiment
210th Field Artillery Brigade
82d Airborne Division
XVIII Airborne Corps
3d Army Group
First Army

Navy units. Use arabic numerals to designate the number of task forces; spell out fleet numbers:

Task Force 58
Fifth Fleet

Marine Corps units. Use the same designations as Army units.

militia (sing.), **militias** (pl.)

mind-set

minelayer (n.)

mine laying (n.)

mine-laying (adj.)

minesweeper (n.)

minesweeping (n., adj.)

MIRV (multiple independently targeted reentry vehicle) (n.,v.). MIRVed, MIRVing.

missileman

MITRE Corp. (Massachusetts Institute of Technology Research Corporation)

MOA (memorandum of agreement)

money. Use a dollar sign and numerals to express large sums of money: Both companies agreed on a price of $2 million. *See also* numbers.

moon. *See* earth.

mottoes. You may enclose mottoes and similar expressions in quotation marks, capitalize them as if they were titles, or capitalize the first word only:

> "A penny saved is a penny earned" was his favorite maxim.
>
> The flag bore the motto Don't Tread on Me.
>
> He was fond of the motto All for one and one for all.

MOU (memorandum of understanding)

MPH. *See* abbreviations.

Mr., Mrs., Mme, Ms. Use a period with all except Mme. Spell out "Mister" when it connotes military rank: Mister Roberts. *See also* Messrs., Mmes.

multi-. Words with the prefix *multi-* are usually written solid: multibreak, multicylinder, multiengine. *See also* compound words.

N

naval forces. Lowercase *naval forces,* but use *Navy forces* when you refer to the US Navy.

naval station. Capitalize *naval station* only in proper names: Norfolk Naval Station, the naval station, the station. Use *Navy station* when you refer to the US Navy.

Navy. Capitalize *Navy* when you refer to the US Navy. For foreign naval forces, *see* capitalization.

NCA (National Command Authorities)

near real time (n.)

near-real-time (adj.)

near term (n.)

near-term (adj.)

Negro, Negroes. Use *black(s)* or *Black(s), African-American(s),* and *Afro-American(s).* Use of *Negro(es)* is appropriate in certain historical citations: "In October 1940, the War Department announced . . . that Negro Aviation Units would be organized as soon as the necessary personnel were trained."

news maker

newspapers. Italicize the names of newspapers: *Christian Science Monitor, Chicago Sun-Times.* In text, lowercase *the* and set it in roman type: John read the *Wall Street Journal* religiously. Omit the definite article in note references to newspapers. *See also* italics.

nicknames. Enclose a nickname in quotation marks when you place it within the full name:

George Herman "Babe" Ruth

When you use a nickname as part of or in place of a personal name, omit the quotation marks:

Stonewall Jackson
the Iron Duke

nighttime

no. Use a period after the abbreviation for *number*.

non-. Words prefixed by *non-* are usually written solid: nonviolent, nonoperating, nonnegotiable, nonparty. *See also* compound words.

notes. Use the numbered endnote system of documentation. Number your notes consecutively—beginning with 1—throughout a chapter and throughout the list of notes at the end of the chapter. In your text, put a superior numeral at the end of a sentence or at least at the end of a clause, following any punctuation marks (except a dash) or closing parentheses:

> Strategic considerations were often discussed, and Arnold urged abandonment of the "old 'island to island' theory."[6]

> (When General Powell gave Bush a probable number of casualties, the president approved the attack.)[8]

Include the following items in a reference to a book: (1) author's or editor's full name (as it appears on the title page), first name first, including military rank or academic title if included on title page, or name of institution responsible for writing the book (note that the editor's name may also follow the title of the book); (2) title of the book, including subtitle, in italics; (3) editor, compiler, or translator, if any; (4) edition, if not the first; (5) number of volumes (if referring to multivolume work as a whole); (6) volume number of multivolume work; (7) title of volume, if applicable; (8) series, if any, and number in the series; (9) facts of publication—city where published, publisher, and date of publication, all in parentheses; (10) volume number (if citing multivolume work, all of whose volumes have the same title); (11) page number(s) of the specific citation.

> 1.-Winston Burdett, *Encounter with the Middle East* (New York: Viking Press, 1981), 90.

Include the following items in a reference to an article in a periodical: (1) author's full name, first name first, including military rank or academic title if included in byline of article; (2) title of the article in quotation marks; (3) title of the periodical in italics; (4) volume (and issue number) of the periodical; (5) date of the volume or of the issue; and (6) page number(s) of the particular citation.

> 2.-Maj Michael L. Mosier, "Getting a Grip on Careerism," *Airpower Journal* 2, no. 2 (Summer 1988): 55.

You may shorten subsequent references to a source. For a shortened form, use only the last name of the author, followed by a comma and the page number of the reference. If you have cited more than one work by the same author, include a short title in addition to the

author's last name. The word *ibid.* (*ibidem*, "in the same place") refers to a single work cited in the note immediately preceding. Never use *ibid.* if more than one work is cited in the preceding note. Do not italicize *ibid.* in your notes. Do not use *op. cit.* (*opere citato*, "in the work cited") or *loc. cit.* (*loco citato*, "in the place cited"). Instead, use the shortened form of the citation.

Always use arabic figures for volume numbers even when they appear as roman numerals in the book or journal itself.

Examples of full and shortened references:

3.-Franz Schurman, *Imperial China: The Decline of the Last Dynasty and the Origins of Modern China* (New York: Vintage Books, 1967), 206–8.

4.-John K. Fairbank, "The People's Middle Kingdom," *Foreign Affairs* 58 (1964): 943–68.

5.-Capt Gerald G. O'Rourke, "Our Peaceful Navy," US Naval Institute *Proceedings*, April 1989, 79–83.

6.-Franz Schurman, *Japan Today* (New York: Vintage Books, 1970), 97–100.

7.-Schurman, *Imperial China*, 174. [Shortened form of note 3 with different page number.]

8.-Ibid., 176. [All information the same as in the preceding note except page number.]

9.-Carl von Clausewitz, *On War*, ed. and trans. Michael Howard and Peter Paret (Princeton, N.J.: Princeton University Press, 1976), 25.

10.-James N. Stevens, *The Foundations of Communist China*, 2 vols. (Baltimore: Johns Hopkins University Press, 1969), 1:150.

11.-Ibid., 2:96. [All information the same as in the preceding note except volume number and page number.]

12.-Ibid., 147. [The same volume number as in the preceding note.]

13.-Ibid. [The same page number as in the preceding note.]

See appendix A of this guide or *The Chicago Manual of Style* (14th ed.) for citations of public documents and unpublished materials.

nuclear triad

numbered air force. Spell out names of numbered air forces: Eighth Air Force, Twenty-Third Air Force. Use figures for a smaller unit: 15th Air Group. *See also* military units.

numbers. Refer to the following principles when you need to make decisions about using numbers in your writing.

Spell out whole numbers one through nine and any of those numbers followed by *hundred, thousand, hundred thousand, million,* and so forth. Use figures for all other numbers:

Katie read three books in two months.

The convention center can hold five thousand people.

There are 25 graduate students in the philosophy department.

If you wish, you may use figures followed by million, billion, and so forth to express large numbers:

There are more than one (or 1) billion people in China.

By the end of the year the corporation was in debt by $2.3 million.

If a sentence contains several numbers, some of them 10 or above, follow the basic rule:

We are authorized six officers, 39 enlisted personnel, and three civilians in our two squadrons.

Express numbers between one thousand and ten thousand (except for numbers such as two thousand, three thousand, etc.) in terms of hundreds:

The newspaper had fifteen hundred subscribers.

The general rule for spelling numbers also applies to ordinal numbers (use *d* alone, not *nd* and *rd,* for *second* and *third*):

The 92d through 103d hours of the drill were conducted by Sergeant Adams.

Spell out any number that starts a sentence:

Twelve people applied for the job.

Apply the rules for spelling out whole numbers one through nine and for large numbers to adjective modifiers:

four-mile hike
five-day week
five-ton truck
two (or 2)-million-member union
four-year-old boy
11-mile hike
40-hour week
nine-thousand-ton ship
ten (or 10)-million-vote margin

In mathematical, statistical, technical, or scientific texts, express physical quantities such as distances, lengths, areas, volumes, pressures, and so forth in figures:

60 miles
15 yards
40 acres
-$3^{1}/_{3}$ cubic feet
110 volts
-10 tons
—3 meters
-45 pounds

In ordinary textual matter, apply the basic rule for the spelling of numbers:

Doris lost five pounds in a week.

John’s car can barely go 60 miles an hour.

Spell out common fractions in textual matter:

More than one-third of the class failed the exam.

My brothers and I live within three and one-half miles of each other.

Use figures to express a combination of mixed numbers and whole numbers:

He typed the report on $8^1/_2$-by-11-inch paper.

If you abbreviate a unit of measure, express the quantity with a figure:

-9 mi
30 lb
35 mm
20 km

Use figures with symbols:

$5^1/_{2''}$
8° F

Use figures for decimal fractions:

He multiplied the number by 3.17.

In textual matter, use the word *percent* preceded by figures; in a table or chart, or in scientific or statistical text, you may use the symbol %.

-1 percent
50 percent

Spell out or use figures for amounts of money in US currency in accordance with the basic rule. If you spell out the number, spell out the unit of currency; if you use figures, use the symbols *$* or *+:*

The tax has been raised four cents.

The club raised a total of $425.

Use a dollar sign, figures, and units of millions or billions to express large sums of money:

Jim signed with the Atlanta Falcons for $3 million.

Use figures for fractional amounts over one dollar, like other decimal fractions. When you use whole-dollar amounts in the same context with fractional amounts, set the whole-dollar amounts with zeros after the decimal point:

The music store sold CDs for $12.00 to $15.98.

Always write exact dates in the sequence day-month-year. Use figures for the day, spell out the month, and use a four-digit year. Do not use internal punctuation:

7 December 1941

In textual matter, indicate inclusive years as follows: *1968–72* or *from 1968 to 1972* (never *from 1968–72*). In endnotes, use *1968–1972.*

Spell out references to particular centuries; spell out or use figures and apostrophes for references to decades:

the twentieth century

during the sixties and seventies

the ‘60s and ‘70s

If you identify decades by their century, use figures:

the 1880s and 1890s

Spell out times of day in even, half, and quarter hours:

We went to the theater at a quarter after seven.

The service starts at five o’clock.

Use figures to emphasize an exact time:

The program is televised at 8:35 in the morning.

If you use the 24-hour system, do not punctuate between the hours and minutes (*see also* military time):

The officers’ club opens at 0815.

Our duty hours are from 0730 to 1100 and from 1130 to 1600.

Use the following style for inclusive page numbers:

First Number	*Second Number*	*Examples*
Less than 100	Use all digits	3–10, 71–72, 96–117
100 or multiple of 100	Use all digits	100–104, 600–613, 1100–1123
101 through 109 (in multiples of 100)	Use changed part only, omitting unneeded zeros	107–8, 505–17, 1002–6
110 through 199 (in multiples of 100)	Use two digits, or more if needed	321–25, 415–32, 1536–38, 1496–504, 14325–28, 11564–78, 13792–803

Use an initial ordinal number (spelled out if ninth or less) to designate particular dynasties, governments, and governing bodies:

First Continental Congress	98th Congress
Third Reich	18th Dynasty
Sixth International	Fifth Republic

Use ordinal numbers to designate political divisions. The rule for spelling out numbers applies:

Fifth Congressional District
12th Precinct
Second Election District

Form the plurals of spelled-out numbers just as you would form the plurals of other nouns; add *s* (no apostrophe) to form the plurals of figures:

Hickock's hand contained two pairs: aces and eights.

The grades for the class were six 98s, three 100s, and the rest below 89.

In figures of one thousand or more (except page numbers), use a comma to set off groups of three digits, counting from the right:

2,000 34,000

In spelled-out fractional numbers, connect the numerator and the denominator with a hyphen unless either contains a hyphen:

three-fourths
six and seven-eighths
four and one-half years
seven and twenty-one thirty-seconds

O

officials, government. *See* capitalization.

off-line (adj., adv.)

off-load (v.)

omissions. *See* ellipses.

on board (adv.). Aboard. He is on board the ship.

onboard (adj.). An onboard computer.

ongoing (adj.)

on-line (adj., adv.)

onload (v.)

op. cit. (*opere citato*). In the work cited. Use a shortened reference instead. *See* notes.

operations, names of. Write the names of operations with initial capital letters: Operation Haylift, Operation Torch, Operation Crossroad, Operations Desert Shield and Desert Storm.

organizations. *See* capitalization.

outbrief (v.)

outbriefing (n., v.)

over-. Compound words with the prefix *over-* are usually spelled solid: overage, overproduction, overeager, override. *See also* compound words.

P

page numbers. You may either omit the abbreviations *p.* and *pp.* to designate page numbers, or you may use them—as long as you are consistent:

> 2.-Brig Gen Stuart R. Boyd, "Leadership and High Technology," *Airpower Journal* 3, no. 4 (Winter 1989): 8 [or p. 8].

pamphlets. *See* doctrine documents, instructions, manuals, pamphlets, and policy directives.

parentheses. Use parentheses when material inserted in a sentence is so loosely connected with the main thought of the sentence that commas would not be adequate. Such insertions may be explanatory, amplifying, or digressive:

> Another illustration reflects a much more recent instance of a doctrinal notion (table 4).
>
> This manual (issued to all students) covers the fundamental problems.
>
> The funeral for her brother (she misses him terribly) was a sad affair.

If a comma is necessary, place it after the second parenthesis, not before the first. If the parenthetical element within a sentence is itself a sentence, omit the period but retain a question mark or exclamation point:

> As the machine gunner opened fire (it was a .50-caliber gun), all movement ceased.
>
> As the machine gunner opened fire (was it a .50-caliber gun?), all movement ceased.

If parentheses enclose an independent sentence, place the period inside the second parenthesis:

> Albert convinced me to go back to college. (I always found his logic irresistible.)

Use parentheses to enclose enumerating letters or numerals (without periods) within a sentence:

> His aims were (1) to consolidate the position, (2) to establish contact with guerrillas, and (3) to regain control over the inhabitants.

part-time (adj., adv.)

party (political). *See* capitalization.

passive voice. Passive voice is a verbal construction consisting of a past participle and some form of the verb *be;* all other forms are active.

When the subject of a verb receives the action, the verb is said to be in the passive voice:

"Abide with Me" was sung by the congregation.

Jimmy was given a car by his father.

The pit was dug fully eight feet deep.

They had been caught.

You can identify passive voice by looking for the following:

1.-The receiver of the verb's action comes before the verb.
2.-The verb has two parts: some form of the verb *be* plus the past participle of a main verb (most of them end in *-en* or *-ed*).
3.-If the doer appears at all, it follows the verb and is usually the object of the preposition *by*.

The best writers use passive voice sparingly and always intentionally: they are predisposed toward the use of active voice. But passive voice has several important uses.

In the writer's mind, the object may be more important than the doer:

The bill was passed without opposition.

The well was drilled in solid rock.

Our house was painted last year.

You may use passive voice if you do not want to name the person or thing that performs the action. For example:

President Reagan was elected in 1980.

The parts were shipped on 1 June.

The passive voice allows various degrees of emphasis by placing the name of the act or the doer at the end:

Our house is being painted. (Active: They are painting our house.)

Our house was painted by Joe Mead and his brother. (Active: Joe Mead and his brother painted our house.)

"Abide with Me" was sung by the choir. (Active: The choir sang "Abide with Me.")

If you overuse passive voice, your writing will tend to become awkward and wordy. Since passive voice does not always show the doer, you may forget to include important information. The result may be confusing.

Requests must be approved beforehand. (By whom?)
The commander must approve requests beforehand.

The figures were lost. (By whom?)
We lost the figures.

peacekeeper

peacekeeping (n., adj.)

peacemaker

peacemaking (n., adj.)

peacetime

per annum

per capita

percent. Always spell out *percent* in humanistic text, and precede it with arabic numerals: a 10 percent increase. You may use the symbol *%* in tables and in scientific or statistical text.

period. Place a period at the end of a declarative or imperative sentence. If you use a quotation at the end of a sentence, place the period within the closing quotation mark. If you use a quotation before the end of a sentence, omit the period or replace it with a comma. When using parentheses or brackets to enclose an independent sentence, place the period inside the final parenthesis or bracket. If the enclosed matter is part of a sentence, place the period outside the final parenthesis or bracket:

> The commander said, "You're only half right."
>
> "One should always say, 'I mean what I say.'"
>
> "I'm sure I say what I mean," said Alice.
>
> The decision to keep the sentence or drop it is a judgment call. (Writing is hard work precisely because it requires so many judgment calls.)
>
> The driver glanced in his rearview mirror at the passenger (certainly an eccentric fellow).

See also lists; parentheses; quotation marks.

periodicals. *See* italics.

Persian Gulf War. *See also* capitalization; Gulf War.

PGM (precision-guided munitions)

Philippines

plagiarism. *Plagiarism* entails using the work of other writers as if it were your own. This serious offense not only can lead to a lawsuit but also can bring about severe professional repercussions for the plagiarist. If you use another person's wording or if you put another person's idea

into your own words, you should identify the borrowed passage and credit the author in a note.

> Strategy [is] the art of distributing and applying military means to fulfill the ends of policy.
>
> —B. H. Liddell Hart, *Strategy*

If you incorporate Liddell Hart's definition of strategy in your text with the intention of leading your readers to believe that it is your own, you would be guilty of plagiarism. Using another writer's exact wording is permissible only if you identify the passage in your text by enclosing it in quotation marks and including an endnote:

> Perhaps strategy is more properly defined as "the art of distributing and applying military means to fulfill the ends of policy."[2]

You should then credit your source by including a proper citation in your list of notes:

> 2.-B. H. Liddell Hart, *Strategy*, rev. ed. (New York: Frederick Praeger, Inc., 1954), 335.

Similarly, you should identify and credit passages that you put in your own words (paraphrase). Paraphrasing, however, is not simply a matter of changing or rearranging a few words here and there; you must recast the passage:

unacceptable paraphrase

> Strategy is the art of applying and distributing military means to achieve the objectives of policy.[2]

acceptable paraphrase

> B. H. Liddell Hart envisioned a country's military as an instrument for carrying out national policy. The purpose of strategy, then, is deciding how to use the military toward this end.[2]

Ideally, you should introduce your paraphrase so that the reader has no question about where your own commentary ends and where your paraphrase begins, as is the case in the example above (i.e., mentioning the author's name marks the beginning of the paraphrase, and the endnote number shows where it ends). *See also* copyright; direct quotations; quotations.

P.M. (post meridiem [after noon]). The standard practice is to typeset the abbreviation in small caps.

policy directives. *See* doctrine documents, instructions, manuals, pamphlets, and policy directives.

policy maker (n.)

policy making (n.)

policy-making (adj.)

possessive. *See* apostrophe.

post-. Compound words with the prefix *post-* are usually spelled solid: postwar, postaxial, postmortem, *but* post-cold-war world. *See also* compound words.

POW (prisoner of war)

pre-. Compound words with the prefix *pre-* are usually spelled solid: preexisting, predetermined, prejudge, preempt. *See also* compound words.

preliminaries. *See* **front matter.**

president. Capitalize *president* only when it precedes a person's name; otherwise, lowercase it. Do not abbreviate the term. *See also* capitalization.

pro-. Compound words with the prefix *pro-* are usually spelled solid: progovernment, proslavery. *See also* compound words.

problem solver (n.)

problem solving (n.)

problem-solving (adj.)

profanity. Do not use profanity in any of the writing you do under the aegis of Air University. If you must use such language (e.g., to preserve the tone of a passage), use a combination of initial letter(s) and hyphens:

> The general, under tremendous pressure to implement an air campaign plan, screamed at the colonel, "Your idea isn't worth a sh--!"

proofreaders' marks. The following signs are used in marking manuscripts:

Delete

Delete and close up

Close up; delete space

Insert space

Begin new paragraph

Indent one em from left or right

Move to left

Move to right

Center

Move down

Move up

Insert marginal addition

Straighten type; align horizontally

Align vertically

Insert comma

Insert apostrophe (or single quotation mark)

Insert quotation marks

subscript (H_2O)

superscript (a^2)

Insert hyphen

Insert em dash

Insert en dash

Insert semicolon

Insert colon

Insert period

Insert question mark

Query to author—in margin

Spell out

Transpose

Wrong font—circle letter

Set in boldface type

Set in roman type

Set in italic type—underscore word

Set in CAPITALS

Set in SMALL CAPITALS

Set in lowercase

Caps and lowercase

Lowercase letter

Let it stand; restore words crossed out

NOTE: If you want to underline a word for emphasis, you must so indicate in a marginal note to the printer. All words underscored in a typed manuscript without such a note will always appear in italics.

The following paragraph illustrates the use of proofreaders' marks:

HOW AN EDITOR MARKS A MANUSCRIPT

Editing a manuscipt from which type is to be set requires a different method than that used in correcting proof.[1] A correction or an operational sign are inserted in a line of type not in the margins as in proof reading. Operators looks at every line of the manuscript as they set type, so any editors change must be in it's proper place and clearly written.

For more information on proofreaders' marks, see *The Chicago Manual of Style,* 14th ed. (3.19–36).

PSYOP (psychological operations)

PSYWAR (psychological warfare)

punctuation. *See* apostrophe; brackets; colon; comma; dash; ellipses; hyphen; parentheses; period; question mark; quotation marks; semicolon.

Q

quantities. *See* abbreviations; measurements; numbers.

question mark. Put a question mark at the end of a direct question within a sentence:

> How am I going to pass this test? was the question I kept asking myself.
>
> As Mary asked herself, Why am I doing this for him? she glared balefully at John.

Do not put a question mark at the end of an indirect question:

> I asked him what he was doing.
>
> How he had managed to fool me was the question no one could answer.

Put a question mark inside quotation marks, parentheses, or brackets only when it is part of the quoted or parenthetical matter:

> The colonel asked, "Did you receive our inspection report?"
>
> Did you say, "The base commander wants the report immediately"?
>
> Which of the concepts do you believe to be generally shared (at least by your contemporaries)?

quotation marks. Enclose quoted words, phrases, and sentences in double quotation marks. Use single quotation marks to enclose quotations within quotations. Quotations within block quotations require double quotation marks.

Enclose a conference title in quotation marks:

> "American Writers in the 1930s," a symposium held at the University of Alabama, 15–16 September 1975.

but

> the 1994 State Conference on Writing across the Curriculum.

You may use quotation marks to enclose words used in an ironic sense, references to spoken language, and slang terms. Subsequent occurrences need not include the quotation marks. *See also* italics.

> The "consultation" could be heard three blocks away.
>
> In Elizabethan dialogue, a change from "you" to "thou" often implies studied insult.
>
> Jacob's grandfather called his Adam's apple his "go fetch it."

Place a comma or a final period within quotation marks—single or double. Put other punctuation marks within quotation marks only if they are part of the quotation. *See also* period.

> He said, “I will go.”
>
> He asked, “Shall we evacuate the area?”

Place a colon outside quotation marks or parentheses:

> There is one substantial problem with Whitman’s “O Captain, My Captain”: it is doggerel.

You may use quotation marks to refer to a word as a word (*see also* italics):

> The term “boy” has a pejorative sense in some contexts.

Titles of articles in journals and newspapers; chapter titles; and titles of short stories, short poems, dissertations, theses, and essays are enclosed in quotation marks. *See also* italics.

quotations. You may incorporate quotations in the text as a part of a sentence and enclose them in quotation marks or set them off from the text as a block quotation. If the quoted matter is lengthy (10 or more lines), you should usually set it off from the text. *See also* block quotations; direct quotations; ellipses.

You should integrate short quotations into the text. When you use a quotation as part of a sentence, lowercase the initial letter and omit or change the end punctuation (if appropriate), even though the original is a complete sentence beginning with a capital. But when the quotation is not dependent on the rest of the sentence, capitalize the initial letter. If a quotation that is only part of a sentence in the original forms a complete sentence as quoted, you may change a lowercase letter to a capital.

> Colonel Green emphasized that “the military plays an important role in the political arena” (p. 7).
>
> Colonel Green emphasized, “The military plays an important role in the political arena” (p. 7).
>
> Colonel Green made the following statement: “Military [power] plays an important role in the political arena” (p. 7).

R

RAND. Use *RAND* instead of Rand Corporation.

rank. *See* military titles and offices.

rates of speed, frequencies, and so forth. *See* abbreviations; measurements; numbers.

re-. Compound words with the prefix *re-* are usually spelled solid: reedit, reeducate, reelect, reenlist, reequip, reexamine, reunify. *See also* compound words.

real time (n.)

real-time (adj.)

real-world (adj.)

regiment. 2d Armored Cavalry Regiment, the regiment. *See also* capitalization; military units.

regions of the world. *See* capitalization.

regular. Capitalize *regular* when you use it as part of the name of a component: Regular Air Force, Regular Army.

Republican Party (or party), Republican(s) (member[s] of the party). *See also* capitalization.

Reserve(s). Capitalize *reserve* if it is part of the name of a component: Air Force Reserve, Ready Reserve, Standby Reserve. Capitalize the term as a synonym for Air Force Reserve: the Reserve. But use reserve component, the reserve officer, the reservist(s). As a guide to capitalization, apply the following test: If the word *airman* would fit logically in place of *reserve officer* or *reservist,* use *r.* If *Air Force Reserve* can be logically substituted for *reserve,* use *R.* The same rule applies to other military services.

retired military personnel. To designate retired personnel, use this form: Maj Ronald R. Dowdy, USAF, Retired.

risk taking

ROTC (Reserve Officer Training Corps)

Russia, Russian. These words apply to the nation before 1917; to the former Russian Soviet Socialist Republic; to the independent state formed after the breakup of the Soviet Union in 1991; and to the language and the ethnological origin of the people of that state. *See also* Commonwealth of Independent States; Soviet(s), Soviet Union, USSR.

S

Saint. When *Saint* occurs in proper names, spell it out in text and either spell it out or abbreviate (St.) in notes, bibliographic entries, and parenthe- tical references (pick one and be consistent). When the word is part of someone's name, follow that person's usage (e.g., as indicated in *Webster's New Biographical Dictionary*).

Marco de Saint-Hilaire Barry St. Leger

satellites. *See* earth satellites.

SDI (Strategic Defense Initiative)

sea-lane

sea lift (n.)

sea-lift (v., adj.)

sea power

seasons. Do not capitalize the four seasons unless they are personified: spring, summer, fall, winter. *See also* capitalization.

security classification. Capitalize only the initial letter of a term indicating a specific security classification: Secret, Confidential.

see, see also. Italicize *see* and *see also* in your index but not in your documentation. Capitalize the terms only when they begin a sentence.

self-. Most *self-* compounds are hyphenated: self-reliant, self-sustaining, *but* selfless, selfsame. *See also* hyphenated compound words.

semi-. Compound words with the prefix *semi-* are usually spelled solid: semifinal, semiofficial, *but* semi-indirect. *See also* compound words.

semiannual. Avoid *semiannual;* use *twice a year* instead.

semicolon. Use a semicolon to separate independent clauses not connected by a coordinating conjunction:

John stayed home for the holidays; he had nowhere else to go.

Use a semicolon before conjunctive adverbs such as however, therefore, hence, consequently, moreover, nevertheless, and so forth, when they connect two independent clauses. (Use a comma after these words.)

> All such missions should remain secondary to the primary mission; however, all commanders of flying Air Force units must prepare to fly such missions with minimum notice.

You may want to use a semicolon with a coordinating conjunction in a compound sentence whose independent clauses are long and contain internal punctuation:

> Ishmael, the narrator, goes to sea, he says, "Whenever it is a damp, drizzly November" in his soul; and Ahab, the captain of the ship, goes to sea because of his obsession to hunt and kill the great albino whale, Moby Dick.

When items in a series are lengthy or contain internal punctuation, separate them by semicolons:

> Mark prepared for the exam by reading the material, which caused him great difficulty; by studying with Tom, who knew less than he did; and by praying, which he did frequently.
>
> We will need the following supplies: pencils, three boxes; pens, five boxes; paper, four reams; typewriter ribbons, 15; and staples, two boxes.

Place a semicolon outside quotation marks or parentheses:

> Dan's favorite poem is "Stopping by Woods on a Snowy Evening"; he reads it whenever he feels troubled.
>
> Sam gave his wife a toaster oven for her birthday (he was a very practical fellow); needless to say, she was overwhelmed.

Senate. Capitalize *Senate* when you are referring to the US Senate.

senator. Lowercase *senator* following a personal name or used alone in place of a name. *See also* abbreviations; capitalization.

series. The number of commas separating items in a series should be one less than the number of items in the series. Hence, three items in a series should be separated by two commas: planes, boats, and trains. *See also* comma.

service. Lowercase *service* when you use it in reference to one of a nation's military forces (e.g., an army or navy).

sexist language. The following guidance facilitates clarity of expression; it does not pretend to resolve perceived problems of sexism in written English.

Do not use terms that stereotype occupations by sex (e.g., by always referring to a nurse as *she* or a pilot as *he*) or that exclude either sex from positions of authority (e.g., a commander should brief *his* staff on new policy). Otherwise, the following usages are acceptable: (1) words that are sexually denotative but not clearly stigmatized, such as *lady;* (2) masculine or feminine pronouns in reference to antecedents whose sex is unspecified (e.g., every *patient* had *her* temperature checked) unless the usage stereotypes occupations or positions (the phrase *his or her* is acceptable, as are *he or she* and *him or her* in appropriate contexts, but these constructions are awkward and should be used sparingly); (3) *she* and *her* in reference to nations, cities, and ships (Britain must guard her traditions); (4) substitution of a plural pronoun for a singular masculine or feminine pronoun if the antecedent is made plural (e.g., all *patients* had *their* temperatures checked) but not if the antecedent is an indefinite pronoun (e.g., NOT *everyone* had *their* temperature checked, BUT *everyone* had *his* [or *her*] temperature checked); (5) generic *man,* whether freestanding or in compounds (e.g., *mankind, manpower*); (6) compounds with *person* (as long as the form is not ludicrous: *chairperson* but not *personhole cover*).

she, her, hers. *See* sexist language.

ships, names of. *See* italics.

short-range (adj.)

short term (n.)

short-term (adj.)

show of force

sic (so; thus; in this manner). Use *sic,* italicized and bracketed, to indicate misspelling or improper usage in the original:

> **The newscaster announced that "the pilot got out of his plane and laid [*sic*] down on the ground after his harrowing flight."**

Signal Corps, the corps

SLOC (sea line of communication)

Smithsonian Institution

SO (special order). Lowercase and spell out *special order* when you are referring in general to the official numbered and dated publication. Capitalize the term when it is used with the number, but abbreviate with the number only after you spell it out on first reference: Special Order (SO) T-013, SO T-013, the special order.

so-called. Do not enclose in quotation marks or set in italics a word or phrase following the term *so-called:*

> The so-called model citizen beat his wife regularly.

Socialist Party (or party), Socialist (member of the party), socialism. *See* capitalization.

SOP (standing operating procedures)

source citation. *See* bibliography; notes.

source note. *See* illustration; legend.

South. Capitalize *South* when you refer to a specific geographical region. *See also* capitalization.

Soviet(s), Soviet Union, USSR. Use these terms instead of *Russian(s)* or *Russia* when you refer to the people or the nation from 1917 to 1991. *See also* Commonwealth of Independent States.

space-. Compounds with *space-* are solid, open, and hyphenated: spaceman, spaceship, spaceflight, space suit, space station, space walk, space age, space power, space shuttle, space-age (adj.), space-time. *See also* compound words; hyphenated compound words.

spacecraft. Italicize specific names of spacecraft and artificial satellites: *Gemini II, Apollo 11.* Also italicize names of particular space vehicles or components: *Eagle* (*Apollo 11* lunar module), *Columbia* (*Apollo 11* command module or space shuttle), and *Friendship 7* (Alan Shepard's Mercury capsule). *See also* earth satellites.

space power

space programs. Capitalize but do not italicize the names of space programs: Project Apollo.

Speaker of the House of Representatives, the Speaker of the House, the Speaker. Capitalize *Speaker* to avoid ambiguity.

spelling. Use *Webster's Third New International Dictionary of the English Language, Unabridged* and *Merriam-Webster's Collegiate Dictionary* (10th ed.) as authoritative sources for the spelling of common words. These sources often identify variations in spelling that belong to standard usage (e.g., toward *or* towards; adviser *also* advisor; flyer *variant of* flier). Either spelling is acceptable. Select the one you prefer, and use it consistently. For the spelling of place-names, refer to authoritative sources such as the *Columbia Lippincott Gazetteer of the World*, *Webster's New Geographical Dictionary*, and the section on "Geographical Names" in *Merriam-Webster's Collegiate Dictionary* (10th ed.).

Spetsnaz. No italics.

sputnik. Lowercase *sputnik* except when you designate a particular satellite: *Sputnik II.*

squadron. Capitalize *squadron* when you designate a numbered unit, but lowercase the term when it stands alone: 732d Bomber Squadron, the squadron.

Sr. Use a period with *Sr.*; do not set it off with commas:

> M. H. Abrahms Sr. lives at the end of the street.

standby (n., adj.). Capitalize *standby* when you use it as part of the Air Force Reserve: Standby Reserve. *See also* Reserve(s).

standoff (n., adj.)

stand off (v.)

state names. *See* abbreviations.

stealth bomber, stealth technology

sub-. Compound words with the prefix *sub-* are usually written solid: subcommittee, subcontract, substandard, *but* sub-Saharan Africa. *See also* compound words.

subcommittee. *See* congressional committees and subcommittees.

subheadings. You may use up to three levels of subheadings to divide your text: centered, flush and hang, and run-in (highest to lowest). You should have at least two subheadings for each level used (i.e., at least

two centered subheadings, etc.). Do not "stack" headings (i.e., immediately follow one heading with another); rather, be sure that headings are separated by text.

> **Observations**
>
> Given this background, the key question remains, Does the composite wing work in combat? The answer is obvious. . . .
>
> **Why the Composite Wing Worked So Well**
>
> The composite training undergone by the wing's personnel contributed to the successful completion of their mission. . . .
>
> **Evaluation and Inspection.** Tactical evaluations, operational readiness inspections, and other exercises have created a solid foundation of training in both units and individuals. . . .

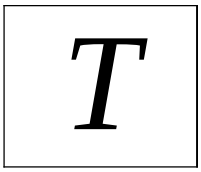
subtitle. Use a colon to separate the main title from the subtitle. A regular word space follows the colon:

> *Skating on Thin Ice: A Study of Honesty in Political Campaigning*

sun. *See* earth.

superpower

Supreme Court (of the United States). Use *the Court* as a shortened reference to the Supreme Court.



tables. Use tables for the economical presentation of large amounts of information. Give every table a number, and refer to it in the text by that number, either directly or parenthetically. In your references, don't just repeat the facts presented in the table. Most of the time, a simple cross-reference is sufficient (see table 1). Number your tables (with arabic numerals) in the order in which they appear in the text. Numbering is continuous throughout the text. However, if your book consists of chapters by different authors, the numbering restarts with each chapter. If your book has appendixes with tables, use distinctive numbers for those tables (A.1, A.2, B.1, B.2, C.1, C.2, etc.).

Center the table number and title (caption) above the table, placing the table number above the title. Alternatively, you may place these elements flush left. (Further, you may place table number and title on the same line, leaving more than normal word space between them.)

The title should identify the table and give facts rather than provide discussion and comment:

Table 3

Improvement of Prediction of Peer
Leadership Characteristics

Not:

Table 3

Improvement of Prediction of Peer
Leadership Characteristics by Addition of Other
Managerial Leadership Characteristics

If the table continues to other pages, use a notation such as Table 3—continued. You may include a subheading for your title; if so, enclose it in parentheses and place it on a separate line. Do not type the title or subheading in full caps. Instead, use headline style or sentence style. Whichever style you use, be consistent throughout the text.

Your table must have at least two columns. At the top of the columns, include headings that identify the material in the column. Do not use vertical rules to separate the columns. Make the first column heading singular in number (e.g., *Party*). The other headings may be singular or plural (e.g., *Votes, Seats Won*). Use headline or sentence style for the column headings, and either center successive lines or place them flush left. You may include subheadings with the column headings; enclose them in parentheses. You may use abbreviations in the subheadings. Because the width of the column headings determines the width of the table, keep the headings as brief as possible.

List the names of categories or individuals in the left-hand column (stub) of your table, and put information about them in the other columns. Be sure that items in the stub are grammatically parallel. Do not number stub items, and do not use ditto marks in the stub. Indent runover lines two spaces more than the regular indention. Write stub items in sentence style, without a period at the end:

Computers
  Zenith
  Gateway
  IBM
Printers
  Hewlett-Packard
  Epson
  Star

If you use the word *Total* at the foot of the stub, indent it two spaces more than the greatest indention above it.

Align a column of figures on the decimal points or commas. Also align dollar signs and percentage signs. If all figures in a column are the same kind, place the dollar signs and percentage signs only at the top of the column and after any horizontal rule cutting across it. Omit the signs if the table title or column head shows what the figures are.

In a column consisting of information expressed in words, center all items if they are short, but flush them left if they are long.

If you wish to refer to specific parts of a table, use superior letters—beginning with *a*—as reference marks. You may use them on column headings, on stub items, and in the body of the table—but not on the table number or title. Place the reference marks beginning at the upper left and extending across the table and downward, row by row. If you reproduce a table from another source, include a source note below the body of the table, introduced by the word *Source(s)* (in italics or cap & small caps), rather than footnoting the table number and including a note in the list of chapter notes.

Table 1

Sorties Flown in Operation Desert Storm

Sortie	*Allies*	*USAF*	*Other US*	*Total-Coalition*
AI[a]	4,600	24,000	11,900	40,500
OCA[b]	1,400	4,500	600	6,500
CAS[c]	—0	-1,500	-1,500	-3,000
Total strike sorties[d]	6,000	30,000	14,000	50,000
Aerial refuelling	1,500	10,000	1,500	13,000
DCA[e]	4,100	3,200	2,700	10,000
SEAD[f]	0	2,800	1,200	4,000
Tactical airlift	4,300	14,000	0	18,300
Other[g]	-1,100	-6,000	-7,900	15,000
Total nonstrike sorties	11,000	36,000	13,300	60,300
Approximate grand total of all Desert Storm sorties				110,300

Sources: Department of the Air Force, *Air Force Performance in Desert Storm* (Washington, D.C.: Government Printing Office, April 1991); and author's collation of published data.

[a]Air interdiction—in this case a conflation of both strategic (against Iraqi installations) and operational (against Iraqi air, ground, and naval forces) bombing, including battlefield interdiction (against Iraqi forces behind the front).

[b]Offensive counterair (i.e., attacks against Iraqi air force bases and related facilities).

[c]Close air support (i.e., attacks against Iraqi ground forces at the front).

[d]*Strike* as here defined includes all aircraft that penetrated hostile airspace in the course of ground-attack missions, *with or without* ground-attack ordnance of their own.

[e]Defensive counterair (i.e., air defense patrols and intercepts).

[f]Suppression of enemy air defenses (i.e., attacks against Iraqi antiaircraft missiles, guns, and related radar and other facilities).

[g]Airborne early warning, airborne electronic surveillance, electronic warfare, and other.

TACAIR (tactical air)

takeoff (n.)

take off (v.)

takeover (n.)

take over (v.)

temperature. *See* numbers.

TEMPEST (special shielding against electromagnetic radiation)

that, which. Clauses introduced by the relative pronouns *that* and *which* are of two kinds: restrictive and nonrestrictive.

A clause is restrictive or defining when the information it provides about something in the main clause is essential to the meaning of the statement. It is generally preceded by the relative pronoun *that* but can be introduced by *which:*

I am looking for the book that I lost yesterday.

Of all the cars for sale, we preferred the one which had the lowest mileage.

A nonrestrictive clause is descriptive, can be set off from the rest of the sentence by commas, must be self-contained, and is introduced only by *which:*

My house, which is old and large, is located on Elm Street.

In some circumstances *that* can be omitted from restrictive clauses:

When it is the object of a verb: the songs (that) we used to sing.

When it is the object of a preposition: the boy (that) we gave the apples to.

When it is the complement of some form of the verb *be:* He is not the man (that) his father was.

When it is technically the subject of the verb *be* but standing in the complement position: We gave him all (that) there was.

In recent years, many Air Force writers have taken this option to the extreme by omitting *that* altogether. Oftentimes, however, *that* must be retained for clarity. For example, when a time element follows the verb, the conjunction *that* is always needed to make clear whether the time element applies to the material preceding or following:

Governor James announced today that he would sign the income tax bill.

Here, if *that* is omitted, the sentence could mean either that the governor made the announcement today or that he would sign the bill today.

When a sentence with two parallel clauses requires the expression *and that* in the second part, you must retain *that* in the first part of the sentence for parallel construction:

> The senator said that she would run next year and that James Corley would be her campaign manager.

After verbs like *said* or *announced,* you may omit *that* for conciseness: He said (that) he was tired. But if the subject of the clause following the verb can be mistaken for that verb's direct object, *that* must be retained:

> He said that mere words could not express his feelings.

See also which.

theater, theatre. Shortened form of *theater of operations* or *theater of war*. Lowercase the term, as in European theater. Either spelling is acceptable; choose one and use it consistently.

there is, there are. When you use *there* as the anticipatory subject, make the verb agree in number with the "real" subject, which follows it: "*There is* a *lesson* to be learned here, and *there are* many more *lessons* to be learned." However, like repeated use of *it is . . .* , repeated use of *there is . . .* and *there are . . .* deprives the sentence of strong subject-verb combinations. *See also* it.

third-. Compound words with *third-* occur in all three stylings: third base, third baseman, third class (n.), third degree (n.), third grader, thirdhand (adj. and adv.), third-class (adj.), third-degree (adj.). *See also* compound words; hyphenated compound words.

third world or Third World (n., adj.)

this. Although criticized by some writers, using *this* to refer to the idea conveyed in a preceding sentence is acceptable if the reference is neither confusing nor ambiguous:

> John lost his job. This made his creditors uneasy.

However, do not use *this* when it refers only to some part of an idea or to an antecedent that is not actually expressed:

Because of inherited venereal disease, their population remains static. This worries the elders of the tribe. (Venereal disease? Static population? Both?)

The poet is widely admired, but it is difficult to make a living at this. (Writing poetry, but not expressed in sentence.)

Do not use demonstrative *this* in place of personal pronouns:

We were much impressed by the tour director. This man (not *this*) is a capable and well-informed person.

time. *See* A.M.; military time; numbers; P.M.

titles of persons and offices. *See* capitalization; military titles and offices.

titles of works. Capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions in titles and subheadings. Lowercase articles *(the, a, an),* coordinating conjunctions *(and, but, or, for, nor, yet, so),* and prepositions, unless they are the first or last words of the title or subtitle. Lowercase the *to* in infinitives.

The Problem with Our Airpower Doctrine

Always capitalize the first element of a hyphenated compound word in a title; capitalize the other elements unless they are articles, prepositions, or coordinating conjunctions:

Eighteenth-Century Fiction
Over-the-Hill Gang
Fly-by-Night Businesses

Do not capitalize the second element of a hyphenated prefix unless it is a proper noun or proper adjective:

Anti-inflationary Guidelines
Non-Christian Religions

Capitalize the final element of a hyphenated compound at the end of a title, unless it is a hyphenated prefix:

Avoiding a Run-In
Haven of Anti-intellectualism

TO (technical order). Lowercase and spell out *technical order* when you are referring in general to the publications in the Air Force series: the technical order. Always capitalize the term when it is used with the number, but abbreviate it only after spelling it out on first reference: Technical Order (TO) 00-25-4, TO 00-25-4.

trademarks. The symbols ® and ™ which often accompany registered trademark names on product packaging and in advertisements, need not be used in running text.

trans-. Words formed with the prefix *trans-* are generally closed: transship, transcontinental, transoceanic. Compounds whose second element is a capitalized word are hyphenated: trans-America, *but* transatlantic. *See also* compound words; hyphenated compound words.

treaties, pacts, and plans. *See* capitalization.

tri-. Compound words with *tri-* are usually closed: tricolor, trilingual, tristate. *See also* compound words.

U

UCMJ (Uniform Code of Military Justice)

UHF (ultrahigh frequency)

ultra-. Most compounds with *ultra-* are solid: ultramodern, ultrasonic, *but* ultra-atomic, ultra-German. *See also* hyphenated compound words.

un-. Most compounds with *un-* are solid: unbiased, unsolved, unused. *See also* compound words.

UN (United Nations). You may use *UN* as either a noun or an adjective.

under-. Most compounds with *under-* are solid: underbid, underdevelop, underestimate, underground, undersea, underreport. *See also* compound words.

undersecretary

underway (adj.)

under way (adv.)

United States. Spell out in text. *See also* abbreviations; US.

United States Air Force, US Air Force, Air Force, USAF

United States Army, US Army, Army, USA

United States Marine Corps, US Marine Corps, Marine Corps, USMC

United States Navy, US Navy, Navy, USN

units of measure. *See* measurements.

upon (prep.). You may use *upon* as a synonym of *on:* His salary depends upon his performance.

US (United States). Use *US* as an adjective only. *See also* abbreviations.

USAF. You may use *USAF* alone or in combination with other words (e.g., Headquarters USAF, or in names in which it is part of the official title).

USSR (Union of Soviet Socialist Republics). Use *USSR* to refer to the country as it existed between 1917 and 1991. *See also* Commonwealth of Independent States; Soviet(s), Soviet Union, USSR.

V

versus (v.). Use *v.* instead of *vs.* in names of court cases. You may omit the period when you cite case names in endnotes. Otherwise, use *versus*. *See also* italics.

VHF (very high frequency)

vice (prep.). In place of, replacing: John Doe was appointed postmaster vice Richard Roe.

vice-. Compounds with *vice-* can be open, solid, or hyphenated: vice admiral, vice chief, vice commander, vice marshal, vice minister, vice president, vice squad, viceroyalty, vice-chairman, vice-consul. *See also* compound words; hyphenated compound words.

vice versa

Vietcong

Vietminh

Vietnamese (n., sing. and pl.; adj.)

Vietnam War

viz. (videlicet; that is to say, namely)

W

walk-. Most compounds with *walk-* **are either hyphenated or solid: walk-on (n.), walk-up (n.), walkout (n.), walkover (n.).** *See also* **compound words; hyphenated compound words.**

war-. Compounds with *war-* occur in all three stylings: war chest, war power, war room, war zone, warlike, warpath, warplane, warship, wartime, war-game (v.). *See also* compound words.

war fighter

war fighting (n.)

war-fighting (adj.)

war-game (v.), as war-gamed an invasion.

war game (n.)

war gamer (n.)

war-gaming (adj.)

war gaming (n.)

warhead

war making (n.)

war-making (adj.)

warplane

wars. Capitalize full titles of wars, but lowercase the shortened form: Spanish-American War, the war; Korean War, the war; Vietnam War, the war.

Warsaw Pact, Warsaw Pact nations

warship

wartime

Washington, D.C. You may use *Washington, D.C.,* or simply *Washington* in documentation to identify the place of publication, as long as you are consistent.

wavelength(s)

we. *See* I, we.

weapon (caliber of). *See* caliber.

weapon system(s) or weapons system(s). Choose one, and use it consistently.

weights and measurements. *See* measurements; numbers.

well-. Most compounds formed with the adverb *well-* are either hyphenated or solid: well-being (n.), well-defined (adj.), well-grounded (adj.), well-intentioned (adj.), well-known (adj.), well-read (adj.), well-spoken (adj.), well-timed (adj.), wellborn (adj.), wellness (n.).

Generally, you should hyphenate compounds with *well* before the noun: A well-known man came to my house. Do not use the hyphen when the expression carries a modifier: A very well known man made an unexpected appearance at the party. Do not use the hyphen when the compound follows the noun it modifies: She is well known for her recipes. *See also* hyphenated compound words.

West Berlin, West Germany. Use the full phrase, not *Berlin* or *Germany* alone, in references to the city and country when they were divided.

West(ern). Capitalize terms with *west(ern)* if they are considered proper names; lowercase such terms if they are not considered proper names or if they are merely directional: Western world, the West, Midwest (US), Far West, *but* western, far western, western Pacific Ocean. *See also* capitalization.

western front (World War I)

Western Hemisphere

whereas. *See* while.

whether. When *whether* introduces a complete or elliptical adverbial clause, use *or not* after *whether:* Whether the car was in good condition or not, he was determined to buy it. In noun clauses, you may use the words *or not* with *whether* for emphasis, but they are not necessary: Whether Tom goes to Birmingham today depends on the weather. When the

alternatives are fully expressed, the use of *or not* with *whether* is redundant: Whether he lived inside or outside the city limits was irrelevant. You should repeat *whether* after *or* when the alternatives are long and complex (Whether . . . or whether . . .).

which. Normally, *which* introduces nonrestrictive clauses:

> I read *The Once and Future King,* which is a retelling of Arthurian legend.

It may also introduce restrictive clauses:

> They were part of a generation which had been taught to appreciate the beauty of simplicity.

If you have already used the relative pronoun *that* in the sentence, you may use *which* to avoid repetition:

> They proposed an operational testing and evaluation method that was based on an approach which evolved from their experiences during the testing of the weapon system.

Which sometimes unambiguously refers to an entire preceding statement rather than to a single word:

> She ignored him, which proved unwise.

Sometimes, however, the antecedent of *which* may be in doubt:

> Some people worry about overeating, which can be unhealthy. Worrying? Overeating?

Sometimes it is better to rewrite the sentence:

> Worrying about overeating can be unhealthy.

while. You may use the conjunction *while* to mean "during the time that":

> Take a nap while I'm out.

or "as long as":

> While there's life, there's hope.

or "whereas":

> Skiing is easy for an expert, while it is dangerous for a novice.

or "although":

While respected, he is not liked.

or "similarly and at the same time that":

While the book will be welcomed by scholars, it will make an immediate appeal to the general reader.

white. Use white (or White) officer, white (or White) people, whites (or Whites), European Americans.

white paper. Lowercase *white paper* unless it is part of a title:

The State Department summarized its findings in a white paper on terrorism.

The State Department released its findings in a report, "A White Paper on Terrorism."

wide-. Compounds beginning with *wide-* occur in all three stylings: wide receiver (n.), widemouthed (adj.), widespread (adj.), wide-awake (adj.), wide-eyed (adj.), wide-spreading (adj.). *See also* compound words; hyphenated compound words.

-wide. Compounds ending in *-wide* are written solid unless they are long and cumbersome: countrywide, nationwide, servicewide, statewide, theaterwide, worldwide, *but* university-wide, Air Force–wide. The hyphenated forms are written open after the noun: The directive applied Air Force wide. *See also* compound words; hyphenated compound words.

wing. Capitalize *wing* when it is part of a proper name: 42d Air Base Wing, *but* the wing.

wingspan

wiretap (v., n.)

wiretapper (n.)

word division. Generally, you should follow the syllable division indicated in the dictionary when you break words at the ends of lines. Note the following prohibitions, however: do not carry over a final syllable whose only vowel sound is that of a syllabic "l" (prin-ciples, *not* princi-ples); do not carry over a vowel that forms a syllable in the middle of a word (preju-dice, *not* prej-udice); do not divide a word if doing so would result in a one-letter division (e.g., again, idol, item, unite); avoid carrying over two-letter endings (fully, *not* ful-ly); if possible, do not break hyphenated compound words except at the

hyphen (court-/martial, *not* court-mar-/tial); words originally compounded of other words but now spelled solid should be divided at the natural breaks whenever possible (school-master *is better than* schoolmas-ter); also, try to make a division after a prefix rather than dividing at any other point in the word (dis-pleasure *is better than* displea-sure). Do not end more than three succeeding lines in hyphens.

words. *See* compound words; hyphenated compound words; spelling.

words as words. *See* italics; quotation marks.

work-. Compounds with *work-* occur in all three stylings: work ethic, workday, work-up (n.). *See also* compound words; hyphenated compound words.

work-around (n.)

work around (v.)

workforce

work hour(s) (n.). *See also* man-hour(s).

workload

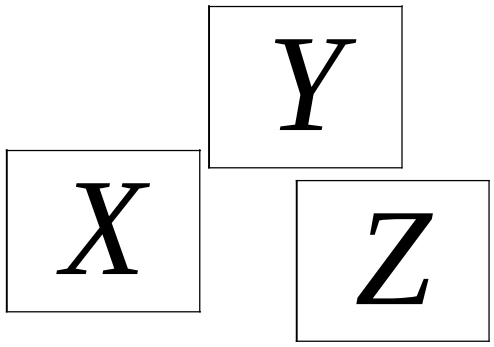
work order. Write *work order* in lowercase letters when you refer to the work order in general. Capitalize the term when you refer to the title of the standardized form, as Work Order Request (AF Form 332).

World War I (or 1), the First World War, the Great War, the war, the two world wars.

World War II (or 2), the Second World War, the war.

worldwide (adj., adv.)

WWW (World Wide Web)



–X–

Xerox. *Xerox* is a registered trademark. You can use *Xerox* as a noun to mean a xerographic copier; you can use *xerox* as a verb to mean to copy on a Xerox copier.

–Y–

year. Use figures to designate specific years unless the sentence begins with the year:

> Nineteen forty-five was an eventful year.
>
> World War II ended in 1945.

In informal contexts, you may abbreviate the full number of a particular year: the spirit of ‘76.

If you use the month with the year, do not use internal punctuation: The study began in May 1979. *See also* dates; numbers.

year-. Compounds beginning with *year-* occur in all three stylings: year of grace, yearbook, year-end. *See also* compound words; hyphenated compound words.

–Z–

zero, zeros (*also* zeroes). Use a 0 in tables to denote zero amount instead of using a dash or leaving the space blank.

zip or ZIP (zone improvement plan) code. When you write the zip code number with the name of a state, do not use a comma before the number: Troy, AL 36081.

APPENDIX A

Examples of several categories of notes appear below. For other examples, see chapter 15 of *The Chicago Manual of Style* (14th ed.). Place notes at the end of each chapter—not at the bottom of the page or at the end of the book. For subsequent references, use *ibid.* or a shortened form of the note. Use *ibid.* to refer to the note immediately preceding. Otherwise, use the last name of the author, followed by a comma and the page number(s) of the reference. If you have cited more than one work by the same author, use a short title in addition to the author's last name.

Books

One author

1.-Gen William C. Westmoreland, *A Soldier Reports* (Garden City, N.Y.: Doubleday & Co., 1976), 112, 195–96. [Reproduce the author's name as it appears on the title page.]

Two authors

2.-John W. Masland and Laurence I. Radway, *Soldiers and Scholars: Military Education and National Policy* (Princeton, N.J.: Princeton University Press, 1957), 117–21. [List the authors' names in the order in which they appear on the title page.]

Three authors

3.-Robert Strausz-Hupe, William R. Kintner, and Stefan T. Possony, *A Forward Strategy for America* (New York: Harper & Bros., 1961), 117. [List the authors' names in the order in which they appear on the title page.]

More than three authors

4.-Gerald Pomper et al., *The Election of 1976* (New York: McKay, 1977), 61. [Give the name of the author listed first on the title page followed by "et al." or "and others."]

5.-Pomper et al., 60. [shortened form]

No author given

6.-*Soviet Military Power* (Washington, D.C.: Government Printing Office, 1983), 13–18. [Do not use *Anonymous* or *Anon.*]

Editor, compiler, or translator

7.-Alfred Goldberg, ed., *A History of the United States Air Force, 1907–1957* (Princeton, N.J.: D. Van Nostrand, 1957), 7. [Use the name of the editor, compiler, or translator in place of the author when no author's name appears on the title page.]

8.-J. P. Mayer, *Alexis de Tocqueville: Democracy in America,* trans. George Lawrence (New York: Doubleday & Co., 1969), 648. [When the author's name appears on the title page, place the name of the editor, compiler, or translator after the title, preceded by *ed. [edited by], comp. [compiled by],* or *trans. [translated by]*.]

9.-Carl von Clausewitz, *On War,* ed. and trans. Michael Howard and Peter Paret (Princeton, N.J.: Princeton University Press, 1976), 145–47.

10.-Marshal Foch, *The Principles of War,* trans. Hilaire Belloc (London: Chapman & Hall, Ltd., 1918), 7, 18–19.

Multivolume works and series

11.-Wesley Frank Craven and James Lea Cate, eds., *The Army Air Forces in World War II,* vol. 2, *Europe: Torch to Pointblank, August 1942 to December 1943* (1949; new imprint, Washington, D.C.: Office of Air Force History, 1983), 288–95. [One volume in the series.]

Wesley Frank Craven and James Lea Cate, eds., *The Army Air Forces in World War II,* 7 vols. (1948–1958; new imprint, Washington, D.C.: Office of Air Force History, 1983). [Entire series.]

12.-Winston S. Churchill, *The Second World War,* vol. 4, *The Hinge of Fate* (Boston: Houghton Mifflin, 1948), 521.

13.-Warren A. Trest, *Military Unity and National Policy: Some Past Effects and Future Implications,* CADRE Paper Special Series: The Future of the Air Force, no. AU-ARI-CPSS-91-7 (Maxwell AFB, Ala.: Air University Press, December 1991), 12.

Association or institution as author

14.-Gates Commission, *The Report of the President's Commission on an All-Volunteer Armed Force* (Washington, D.C.: Government Printing Office, 1970), 3–9.

15.-Department of Health, Education, and Welfare, *Work in America* (Cambridge, Mass.: MIT Press, 1973), 104–6.

Work of one author in a work edited by another

16.-Col John A. Warden III, "Air Theory for the Twenty-first Century," in *Challenge and Response: Anticipating US Military Security Concerns,* ed. Dr. Karl P. Magyar et al. (Maxwell AFB, Ala.: Air University Press,

August 1994), 320–21. [If you are citing the entire chapter or contribution, include inclusive page numbers.]

17.-Warden, 325. [shortened form]

18.-Dr. Lewis B. Ware, "Regional Study 1: Conflict and Confrontation in the Post-Cold-War Middle East," in C*hallenge and Response: Anticipating US Military Security Concerns*, ed. Dr. Karl P. Magyar et al. (Maxwell AFB, Ala.: Air University Press, August 1994), 49. [When you cite a different chapter/contribution in the same book as previously cited, include a full citation for that book.]

19.-Capt John T. Folmar, "Desert Storm Chapstick," in *From the Line in the Sand: Accounts of USAF Company Grade Officers in Support of Desert Shield/Desert Storm,* ed. Capt Michael P. Vriesenga (Maxwell AFB, Ala.: Air University Press, March 1994), 19–20.

Edition

20.-John N. Hazard, *The Soviet System of Government,* 5th ed. (Chicago: University of Chicago Press, 1980), 23–25.

21.-Norbert Weiner, *The Human Use of Human Beings: Cybernetics and Society,* 2d ed. rev. (Garden City, N.Y.: Doubleday, 1951), 68–71.

22.-Weiner, 74. [shortened form]

Reprint editions

23.-Neil Harris, *The Artist in American Society: The Formative Years, 1790–1860* (1966; reprint, Chicago: University of Chicago Press, 1982), 43–44.

24.-Giulio Douhet, *The Command of the Air,* trans. Dino Ferrari (1942; new imprint, Washington, D.C.: Office of Air Force History, 1983), 67.

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Volume number not shown

25.-"Congress Sends Nixon a Message," *Newsweek,* 19 November 1973, 39.

26.-TSgt Jim Katzaman, "Basics of Bombing," *Airman,* June 1986, 8–12.

27.-"Unions Are Alien to Our Defense System," *The Retired Officer,* May 1976, 25.

28.-"Currents in the News," *U.S. News and World Report,* 11 February 1980, 5.

29.-Jay Finegan, "Struggling with Inflation," *Times Magazine* (supplement to *Air Force Times*), 1 September 1980, 4.

Volume number shown

30.-Col Richard F. Rosser, "American Civil-Military Relations in the 1980s," *Naval War College Review* 24, no. 10 (June 1972): 14–15.

31.-Donald S. Zagoria, "China's Quiet Revolution," *Foreign Affairs* 62, no. 4 (Spring 1984): 879–904.

32.-Philip Handler, "The American University Today," *American Scientist* 64, no. 3 (May–June 1976): 254–57.

33.-Franklin D. Margiotta, "A Military Elite in Transition: Air Force Leaders in the 1980s," *Armed Forces and Society* 2, no. 2 (Winter 1976): 155–84.

34.-Margiotta, 176. [shortened form]

Newspaper Items

Editorial

35.-Editorial, *Atlanta Constitution*, 19 June 1986. [Omit the initial *the* from titles of English language newpapers.]

News story

36.-S. Fred Singer, "What Is Happening to World Oil?" *Wall Street Journal*, 10 March 1982.

37.-William Robbins, "Big Wheels: The Rotary Club at 75," *New York Times*, Sunday, 17 February 1980, sec. 3.

38.-Lt Gen Murphy A. Cheaney, "Military's Quality Medical Care for a Healthy Army," *Washington Times*, 16 December 1985, final edition.

Encyclopedia Articles

39.-*Encyclopedia Americana*, 1974 ed., s.v. "prize courts and prize jurisdiction." [Cite the item, preceded by *s.v.* (*sub verbo*, "under the word").]

40.-*Encyclopaedia Britannica*, 1973 ed., s.v. "canning, commercial."

41.-*Encyclopaedia Britannica*, 1966 ed., s.v. "deism."

Historical Studies

42.-Robert T. Finney, *History of the Air Corps Tactical School, 1920–1940*, USAF Historical Study 100 (Maxwell AFB, Ala.: USAF Historical Division, Air University, 1955), 35–38.

43.-R. Earl McClendon, *Autonomy of the Air Arm* (Maxwell AFB, Ala.: Documentary Research Division, Air University, 1954), 16–21.

44.-Chase C. Mooney and Martha E. Layman, *Organization of Military Aeronautics, 1907–1935*, Army Air Forces Historical Study 25 (Washington, D.C.: Army Air Forces Historical Division, 1944), 29–32.

45.-Herman S. Wolk, *USAF Plans and Policies: Logistics and Base Construction in Southeast Asia, 1967* (Washington, D.C.: Office of Air Force History, 1968), 36–39.

46.-Thomas H. Greer, *The Development of Air Doctrine in the Army Air Arm, 1917–1941,* USAF Historical Study 89 (Maxwell AFB, Ala.: USAF Historical Division, Air University, 1955), 9–10.

Staff Studies

47.-Evaluation Division, Air University, To Analyze the USAF Publications System for Producing Manuals, staff study, 13 July 1948.

48.-Col Herbert V. Staudenmaier, CONUS Aeromedical Evacuation Study, staff study, 31 March 1983.

49.-Col Charles G. Williamson, chief, Status of Operations Division, Directorate of Bombardment, Headquarters Army Air Forces, to Directorate of Bombardment, Headquarters Army Air Forces, Status of Operations Report, staff study, 3 March 1943.

50.-Williamson, Status of Operations Report. [shortened form]

Unit and Staff Office Histories

51.-History, Deputy Chief of Staff for Plans and Programs, Directorate of Plans, Headquarters USAF, July–December 1958, 114, 163–64.

52.-History, Research Studies Institute, July–December 1959, 1.

53.-History of the Office of the Inspector General USAF, Directorate of Special Investigations, 1 January–30 June 1963, 45–47.

54.-History, Tactical Air Command, 1 July–31 December 1953, 193–94.

Reports

Published

55.-John Erickson, *The Soviet Military, Soviet Policy, and Soviet Politics*, USSI Report 73-3 (Washington, D.C.: United States Strategic Institute, 1973), 5.

56.-Richard V. L. Cooper, *Military Manpower and the All-Volunteer Force*, RAND Report R-1450-ARPA (Santa Monica, Calif.: RAND, September 1977), 86–94.

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1.-Author (name of house, committee, and subcommittee if any)
2.-Title of document
3.-Number of Congress and session number
4.-Date of publication (year)
5.-Part and number of report or document, if applicable
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Previously Printed Sources	*No Printed Source*
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1. Author's name (if given)
2. Title of part of work, if relevant (in quotation marks)
3. Title of work (in italics)
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1. Author's name (if given)
2. Publication information for printed source (including title and date of print publication)
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APPENDIX C

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